

ORDER

1100.5C

Includes Changes 1-33

FAA ORGANIZATION - FIELD



February 6, 1989

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

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RECORD OF CHANGES

DIRECTIVE NO.

1100.5C

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CHAPTER 1. GENERAL

1. PURPOSE. This order prescribes the organizational structure and functions to the division and staff level in the regions. It also prescribes the organizational structure and functions to the division level for the Aeronautical Center, the FAA Technical Center, the Europe, Africa, and Middle East Office, and the Aviation Standards National Field Office. This order also contains delegations of authority to regional and center officials.
2. DISTRIBUTION. This order is distributed to the division level in Washington, regions, and centers with a limited distribution to all field offices and facilities.
3. CANCELLATION. Order 1100.5B, FAA Organization - Field, dated June 22, 1983, is canceled.
4. EXPLANATION OF CHANGES. This revision:
 - a. Revises the regional structure to place the program divisions, Aircraft Certification, Flight Standards, Aviation Medical, Airway Facilities, Air Traffic, Airports, and Civil Aviation Security Divisions under the executive direction of the Washington headquarters counterpart organization. The basic regional organization chart identifies the organizational elements which report to the Washington headquarters.
 - b. Retitles the regional directors as regional administrators. The regional administrators continue to exercise executive authority over the regional administrative staffs and divisions within their respective areas of jurisdiction.
 - c. Places the regional administrators under the executive direction of the Executive Director for Policy, Plans, and Resource Management.
 - d. Retitles the Regional and Center Counsels as Assistant Chief Counsels. The Assistant Chief Counsels will report to the Chief Counsel.
 - e. Transfers the Airmen and Aircraft Registry from the Aeronautical Center to the Aviation Standards National Field Office and retitled the Airmen and Aircraft Registry Division.
 - f. Contains delegations of authority for the acquisition of office furniture.
 - g. Incorporates all approved changes to Order 1100.5B through CHG 44.

5. AUTHORITY TO CHANGE THIS ORDER.

a. The Associate Administrator for Administration has been delegated authority to approve changes to this order at the division level and above that do not involve substantial interest to the Department, significant controversy, major resource allocation, or interest by Congress.

b. The Director of Management Systems may issue nonsubstantive changes that may be required to keep this order up to date.

6. FAA ORGANIZATION MANUAL. This order is one of several orders that concern the FAA organization. Each of the orders pertain to specific areas of the FAA organization. The other orders are:

a. Order 1100.1A, FAA Organization - Policies and Standards, contains general organization policies, standards, concepts, and philosophy applicable throughout FAA.

b. Order 1100.2C, Organization - FAA Headquarters, prescribes the organization and functions of the offices and services to the division level.

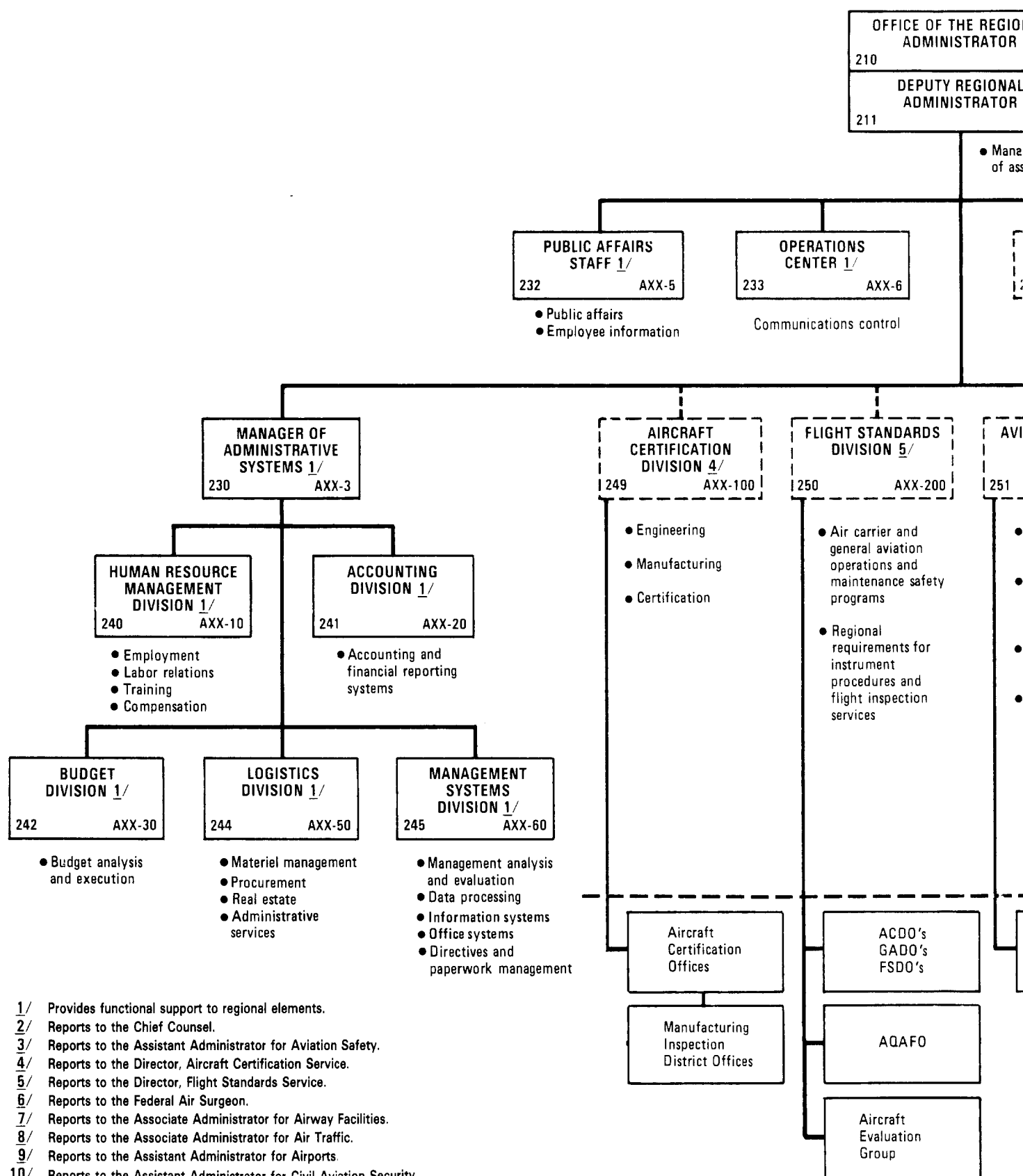
c. Order 1100.148B, Federal Aviation Administration Organization Manual, contains the mission and functional statements for the FAA organizational elements approved by the Secretary of Transportation.

7. REGIONAL AND CENTER SUPPLEMENTS. One copy of each regional and center supplement to this order will be provided to the Office of Management Systems and to the office or service with a functional interest in the supplement.

8.-199. RESERVED.

CHAPTER 2. BASIC REGIONAL ORGANIZATION

BASIC REGIONAL OR



ORGANIZATION

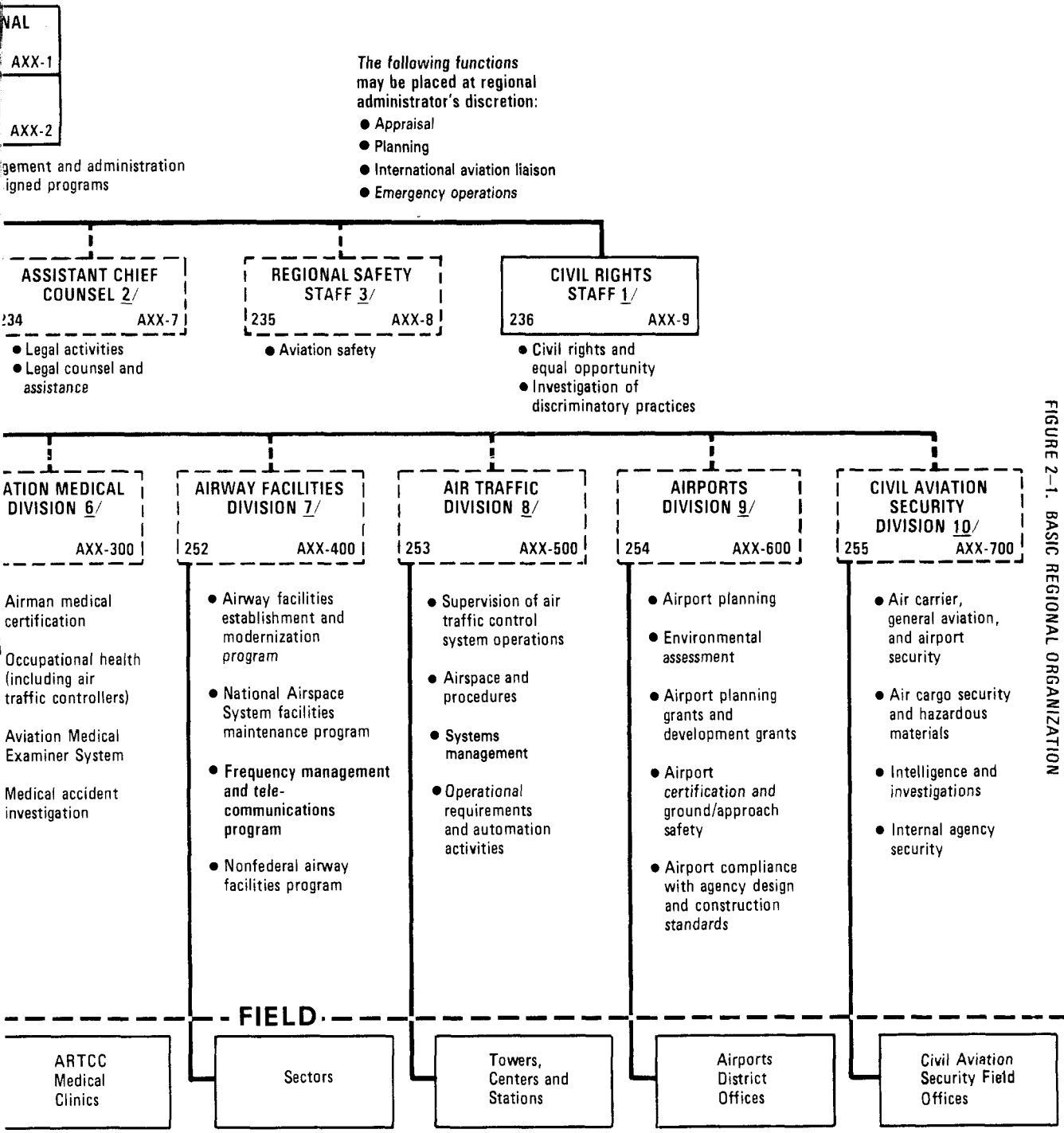


FIGURE 2-1. BASIC REGIONAL ORGANIZATION

CHAPTER 2. BASIC REGIONAL ORGANIZATION

SECTION 1. GENERAL

200. MISSIONS AND FUNCTIONS. Each region executes the programs of the Federal Aviation Administration, including assigned international operations as they apply within the region, to provide for safe and expeditious movement of aircraft, ensure safety, and promote aviation in the United States and abroad. (See Appendix 2, Regional Office Locations and Geographical Areas of Responsibility, for regional boundaries.)

201. STRUCTURE. Figure 2-1, Basic Regional Organization, contains the organizational structure intended for application without change through the division and staff level. This chapter contains prescribed branches for the Air Traffic Division. A regional organization chart to the branch level, including titles and routing symbols, will be published in each regional chapter. *

202. EXCEPTIONS TO THE BASIC STRUCTURE.

a. Regional administrators may approve changes below the staff and division level for those elements reporting directly to the regional administrator without prior Washington headquarters approval or coordination. Regional administrators may combine branches, establish additional branches, and transfer functions between branches.

b. Regional administrators shall request approval for changes of functional responsibility at the staff and division level by the Associate Administrator for Administration for those elements reporting directly to a regional administrator. Each staff and division modification shall be published in the appropriate regional chapter in this order.

(1) This chapter contains a recommended branch structure and standard functions for the regional Logistics Division. Each region is encouraged to conform to the recommended structures. Deviations will be documented in the appropriate regional chapter.

(2) This chapter contains a recommended organizational structure for the accounts payable function in the regions. Regions, including those where the accounting function is located in a division other than the Accounting Division, are encouraged to conform to the recommended structure. Regional administrators retain the authority to document this function as necessary to meet regional requirements.

c. Regional division and staff managers under Washington headquarters control shall submit division and staff changes to the parent organization in Washington headquarters for coordination and publication in Order 1100.5C. This includes changes to the prescribed branches for the Air Traffic Division. The Associate Administrator for Administration approves changes after coordination. *

d. An International Aviation Officer may be established as a staff officer responsible for advising and assisting the regional administrator and members of the regional administrator's staff, including field offices engaged in international activities, regarding United States international policy and the political and other attributes, conditions, and customs affecting international activities of the agency.

e. The regional aviation safety staff located in each region is composed of headquarters positions under the executive direction of the Assistant Administrator for Aviation Safety.

f. Special functions, authority, and responsibility not specifically assigned elsewhere in this chapter may be vested by each regional administrator in such office or organizational element as deemed appropriate. These shall be shown in the supplementary organizational directives of the regions.

g. Regional administrators may physically place elements of the regional divisions at locations other than the regional headquarters if, in their judgment, this is necessary and can be accomplished within available positions and dollar ceilings. Prior coordination is required for divisions under the operational purview of the Washington headquarters.

h. Approved exceptions to the basic regional organization shall be documented in the appropriate regional chapter of this order.

i. The Director of Management Systems may issue changes to the basic regional organization in the appropriate regional chapter which are within authority of the regional administrator.

203. AIRCRAFT CERTIFICATION DIRECTORATES.

a. The field elements of the Aircraft Certification Service are organized under four "directorates" rather than the standard structures in each region. Each directorate is located at the regional office of a "host region" and is managed by a Directorate Manager who reports to the Director, Aircraft Certification Service. The geographical boundaries of the directorate exceed the geographical boundaries of the host region. The directorate host regions are the New England, Central, Southwest, and Northwest Mountain Regions.

b. In addition to the typical field program implementation responsibilities, each directorate has an assigned area of national policy formulation and standardization responsibilities, and special delegations are made to the Directorate Managers of a kind more typically assigned to the Washington headquarters elements in other programs.

c. The national policy formulation and standardization responsibilities, directorate geographical boundaries, special relationships, and special delegations to the Directorate Managers are provided in Order 1100.2C.

204.-209. RESERVED.

SECTION 2. OFFICE OF THE REGIONAL ADMINISTRATOR

210. REGIONAL ADMINISTRATOR. The regional administrator is the principal representative of the Administrator in an FAA region, operating through the Executive Director for Policy, Plans, and Resource Management. The regional administrator serves as the primary agency spokesperson within the assigned geographical area. The regional administrator is responsible for maintaining oversight and for appraising overall mission accomplishment within the region. The regional administrator will exercise executive direction over the administrative staffs within their respective areas. These include logistics, accounting (where appropriate), management systems, public affairs, communications control, international aviation, civil rights, and human resource management. The regional administrator participates in general policy, planning, and budget formulation and execution and is responsible for the budgets of those areas over which executive direction is exercised. The regional administrator provides executive direction for local multi-program issues which require a central focal point, including operational emergency activities. Additional responsibilities include interfacing with industry, the public, and various governmental bodies at the regional level; and participating in the selection and rating of key functional managers in the region. The appraisal, planning, and emergency operations functions are assigned to the office of the regional administrator. The regional administrator actively supports all agency programs and special initiatives and provides assistance as appropriate.

211. DEPUTY REGIONAL ADMINISTRATOR. The deputy serves as acting regional administrator in the absence or disability of the regional administrator. The deputy aids the regional administrator in performing the functions and exercising the authority and responsibility vested in the latter. The deputy serves as the central point of contact for emergency operations activities within the assigned geographical area.

212. SPECIAL RELATIONS. The regional administrator shall provide the full range of administrative support services within the assigned geographical area; these include logistics, accounting (where appropriate), management systems, public affairs, budget, communications control, civil rights, human resource management, and other such non-operational functions as are necessary.

213.-219. RESERVED.

SECTION 3. DELEGATIONS AND LIMITATIONS OF AUTHORITY

220. DELEGATIONS OF AUTHORITY.

a. Regional administrators have full authority to take any action with respect to their functions and assigned responsibilities, subject only to the limitations set forth in this chapter. They may redelegate, and authorize, successive redelegations of authority except when redelegation has been prohibited.

b. Regional administrators derive their authority from the Administrator through the Executive Director for Policy, Plans, and Resource Management. Except where the Administrator otherwise provides, they are delegated full authority to take all actions necessary to carry out their assigned responsibilities, within approved agency policies, program plans, guidelines, standards, systems, and procedures. The regional administrators exercise executive direction over the public affairs, communications control, civil rights, human resource management, budget, logistics, and management systems organizations. The appraisal, planning, international aviation, and emergency operations functions will also be under the executive direction of the regional administrators. The accounting function will continue to be performed by those regions now assigned this function.

c. Regional administrators shall request guidance from the Washington headquarters when agency standards and procedures have not been established. In the event of conflict or contradiction between or among objectives, policies, technical or professional standards, guidance, and procedures, regional administrators shall report such problems to the appropriate level in the Washington headquarters. In the event of conflict between these and the regional administrator's delegated authority, the regional administrator shall first attempt to resolve the conflict with the issuing authority; if the matter is not satisfactorily resolved, the regional administrator will refer the problem to the appropriate associate administrator or to the Executive Director for Policy, Plans, and Resource Management. Pending resolution, or in the event of an emergency, regional administrators is authorized to take such actions that are necessary and consistent with agency interests, objectives, and policy. Regardless of the regional administrator's authority, a regional administrator may submit any matter to the Washington headquarters for advice, decision, or action when it is warranted.

d. Regional administrators serve as the focal point and have signatory authority for administrative items which may cross program lines. Specifically, regional administrators have signatory authority for OIG/GAO correspondence, FOIA requests/denials, congressional correspondence, and responses to the Administrator's Hotline inquiries.

e. Regional administrators and center directors are authorized to provide emergency firefighting assistance to civilian communities with which it is not possible to establish a reciprocal firefighting agreement, under 42 U.S.C. 1856a, because the community does not have its own firefighting capability. The assistance may be provided when the regional administrators or center directors determine that to do so is in the best interest of the United States because the assistance is necessary to prevent or reduce the loss of life or property from fire that would otherwise occur.

f. Regional administrators and center directors may review and approve for payment any vouchers for \$25 or less which are questioned by certifying or disbursing officers. This authority may be redelegated to an appropriate level, such as to the manager of the accounting office.

g. Regional administrators and center directors are authorized to determine the existence and amount of indebtedness and the method of collecting repayments from employees within their geographic jurisdictions. This authority may be redelegated to an appropriate level, such as to the manager of the accounting office.

h. Regional administrators and center directors are authorized to disclose information from the accounting system of records that individuals are responsible for claims provided that such disclosures are made in accordance with 31 U.S.C. 3711(f). This authority may be redelegated to an appropriate level, such as to the manager of the accounting office.

i. Regional administrators and center directors are authorized to collect claims from persons by means of administrative offset in accordance with procedures prescribed by 31 U.S.C. 3716 and collect claims by salary offset for employee debts in accordance with procedures prescribed by 5 U.S.C. 5514 or other applicable laws. This authority may be redelegated to an appropriate level, such as to the manager of the accounting office.

j. Regional administrators and center directors are authorized to enter into contracts with any persons or organizations, under such terms and conditions as the regional administrators and center directors consider appropriate, for collection services to recover debts owed to the United States, in accordance with 31 U.S.C. 3718. This authority may be redelegated to an appropriate level, such as to the manager of the accounting office.

k. Regional administrators and center directors are authorized to assess interest, penalty, and administrative cost charges on delinquent claims provided that the assessments are made in accordance with 31 U.S.C. 3717. This authority may be redelegated to an appropriate level, such as to the manager of the accounting office.

l. Regional administrators and center directors, as heads of contracting activities, are authorized to approve the award of contract and procurement actions relating to the program and activities that have been assigned to their respective offices. Awards are subject to approvals outlined by the FAA Delegation Implementation Phase dated February 2, 1988, and other conditions and limitations contained in this order.

m. Regional administrators and center directors are authorized to approve acquisitions for systems furniture acquisition estimated to cost less than \$200,000.

n. Regional administrators and center directors are authorized to approve procurement requests for systems furniture costing \$200,000 or more, but shall withhold procurement action until the Director, Acquisition and Materiel Service or the Associate Administrator for Administration has approved the project plan for systems furniture acquisition, as appropriate, and the Assistant Secretary for Administration has approved the procurement prenotification as required by Order 4405.16, Prenotification Review of Proposed Acquisition and Assistance Actions and Related Matters.

o. Regional administrators and center directors are authorized to approve the acquisition of conventional office furniture estimated to cost \$50,000 or more. This authority may be redelegated for any acquisition of conventional office furniture estimated to cost below \$50,000.

p. Regional program managers derive their authority from executive directors through the cognizant associate administrator and/or head of office or service (if so delegated) having program responsibility.

221. GENERAL LIMITATIONS ON DELEGATIONS OF AUTHORITY. In exercising delegated authority, regional administrators and division and staff managers under Washington operational control shall take no action that is in conflict with:

a. The Federal Aviation Act, Federal Aviation Regulations, and as they apply to FAA, statutes, executive orders, agreements, or Governmentwide regulations.

b. International treaties, agreements, commitments, policies, political or protocol requirements; or instructions of United States Ambassadors, in countries to which they are accredited.

c. Policies, program objectives, directives, and instructions issued by or on behalf of the Administrator.

d. Program guides, standards, systems, and procedures promulgated by an executive director, associate administrator, or the head of an office or service, except in accordance with paragraph 220b.

222. SPECIFIC LIMITATIONS ON DELEGATIONS OF AUTHORITY. This paragraph contains specific limitations on the authority of regional administrators. Regional administrators are not authorized to take these actions except under the conditions stated or with prior approval of the FAA headquarters. These limitations of authority are also applicable to regional division/staff managers under Washington operational control unless there are specific delegations otherwise in effect.

a. General Management and Administration. The regional administrator and division/staff managers under Washington operational control shall not:

(1) Open, close, or move an FAA field office or facility that deals with the public, except as indicated in Order 1100.1A, FAA Organization - Policies and Standards.

(2) Modify regional organizational structure or functional assignments prescribed by the Administrator in this order except as indicated in Order 1100.1A.

(3) Purchase or rent automatic data processing equipment or modify a national system involving the use of automatic data processing equipment for any office not reporting directly to the regional administrator.

(4) Release, or authorize the release of, classified information except as indicated in Order 1600.2B, National Security Information.

(5) Suspend or remove an employee or deny employment to an applicant under Executive Order 10450, Security Requirements for Government; deny or revoke access authorizations under E.O. 10501, Safeguarding Official Information in the Interests of the Defense of the U.S.; or deny, suspend, or revoke access authorizations under E.O. 10865, Safeguarding Classified Information Within Industry.

(6) Approve the procurement and use of electrical or electronic systems for secure communications.

(7) Procure or produce a motion picture film or videotape production as defined in Order 1200.8C, Public Information Activities and Programs. (This does not include technical film reports including footage produced for documentary and record purposes in support of approved medical or research or development projects.)

(8) Procure, install, or dispose of printing equipment without prior approval of the Office of Management Systems.

(9) Redesignate authority to make those determinations on furnishings in personnel quarters, as set forth in paragraphs 5a, c, f, and 6b and c of OMB Circular A-15. Exercise of this authority is limited to the regional administrator.

b. Laws and Legal Matters. Regional administrators and division/staff managers under Washington operational control shall not:

(1) Take action in connection with medical cases appealed to the Federal Air Surgeon; appeals of enforcement cases to the National Transportation Safety Board or Circuit Court of Appeals; or such other major enforcement cases as determined by the Administrator.

(2) Issue notices of proposed rulemaking or final rules, issue grants or denials of petitions for exemptions, or act on petitions for rulemaking, except as provided in Part 11 of the FAR's or otherwise delegated by the Administrator in writing. With respect to the airworthiness standards for which they have responsibility, Aircraft Certification Directorates have been delegated authority to:

(a) Issue, amend, extend, or withdraw notices of proposed rulemaking.

(b) Grant or deny exemptions. This authority is expressly granted in Order 8000.51, Aircraft Certification Directorates.

(3) Issue waivers to an FAR, except as provided in the FAR.

(4) Communicate with the Attorney General or Comptroller General, except that contracting officers may request an opinion of the Comptroller General over their own signatures, and regional administrators may:

(a) Recommend relief from the Comptroller General for losses or deficiencies of \$150 or more for disbursing officers, cashiers, or other accountable officers in their accounts (see paragraph 222c(9)).

(b) Communicate with the Attorney General with respect to regional condemnation matters.

c. Financial Management. Regional administrators and division/staff managers under Washington operational control shall not:

(1) Adjust regional fiscal programs, except as provided in Order 2500.3E, Delegation of Authority to Adjust Budget Estimates, Fiscal Programs, and Projects in the F&E Appropriations, and Order 2500.30C, Delegation of Authority to Adjust Regional and Center Fiscal Programs in the Operations Appropriation.

(2) Reprogram leased communication services involving changes to national programs, exceptions to policies, or waivers to planning standards without prior approval from the FAA headquarters when such costs are:

(a) Nonrecurring of \$1,000 or more.

(b) Recurring that have monthly charges of \$500.

(c) Total \$6,000 or more annually.

(3) Make contacts with the Office of the Secretary of Transportation requesting information to be used in determining the financial capabilities of air carriers.

(4) Purchase position schedule bonds.

(5) Designate certifying officers and cashiers without prior FAA headquarters approval. The authority for such action has been delegated directly to the manager of each regional accounting division.

(6) Enter into new or amended leases for administrative space not included in an approved fiscal program or budget estimate if individual lease costs would be increased by more than \$50,000 annually, until clearance with the Office of Budget to assure availability of funds or if not in accordance with applicable regulations and statutes. Changes solely for utilities or supporting service costs are excluded from this provision.

(7) Compromise, terminate, or suspend collection action on claims due the agency in excess of \$20,000. Uncollectible claims in excess of \$20,000 will be forwarded to the Office of Accounting for referral to the General Accounting Office or the Department of Justice for litigation. The regional administrator's authority with respect to claims may be redelegated to the Manager, Accounting Division. This subparagraph does not extend to claims arising out of civil penalty actions.

(8) Waive a claim in whole or in part resulting from the erroneous payment of pay made to an employee when:

(a) The amount is in excess of \$500. Claims in excess of \$500 can only be waived by the Comptroller General of the United States. The regional administrator's authority to waive a claim of \$500 or less may not be redelegated.

(b) The claim is the subject of a General Accounting Office exception or the claim has been transmitted to the General Accounting Office for collection or to the Attorney General for litigation, regardless of the amount of the claim.

(9) Grant relief to disbursing officers, cashiers, or other accountable officers for losses or deficiencies of \$150 or more in accordance with 31 U.S.C. 82a-1. The regional administrator shall determine the cause of such losses or deficiencies and may recommend to the Comptroller General that relief be granted. The authority of the regional administrator to grant relief, except where exceptions or charges have been raised by the General Accounting Office, to disbursing officers, cashiers, or other accountable officers for losses or deficiencies of less than \$150 may not be redelegated.

d. Training. Regional administrators and division/staff managers under Washington operational control shall not approve or contract for locally arranged out-of-agency training that:

- (1) Involves aircraft flight-hours.
- (2) Exceeds 89 consecutive days or 520 course hours.

e. Human Resource Management. Regional administrators and division/staff managers under Washington operational control shall not:

(1) Establish; set the basic pay rates for; make appointments, promotions, reassignments, or details to; demote or remove the incumbent of; evaluate or abolish those positions identified as executive positions by paragraph 6 of Order DOT 1100.48, Departmental Executive Resources Board.

(2) Detail an FAA employee to the Executive Office of the President, to a Congressional committee, to an international organization, or to a foreign government.

(3) Set pay rates for or appoint experts and consultants.

(4) Take final action without OST and FAA headquarters approval with respect to Schedule A, B, and C positions to:

(a) Establish or abolish such positions.

(b) Hire into such positions.

(c) Promote persons in such positions except for quality and periodic within grades.

(d) Transfer personnel to such positions either permanently or on detail.

(e) Transfer personnel from such positions to career Civil Service positions.

Exception: Actions under Schedules A and B, limited to one year or less at grade GS-9 and below or equivalent, are excepted from this limitation. Also excepted from this limitation are all actions involving Schedule A positions under C.S. Reg. 213.3102(t) and (u) and Schedule B positions under C.S. Reg. 213.3203(a).

(5) Appoint, assign, reassign, or terminate military personnel serving in the agency under provisions of action 302(c) and (k), Federal Aviation Act.

(6) Approve wage schedules or determine geographical coverage of locality wage schedules. This limitation shall not apply to wage rates determined locally for temporary construction workers.

(7) Approve negotiated agreements with employee organizations that have been granted exclusive recognition.

f. Agency Aircraft Management. Regional administrators, center directors, and regional division/staff managers under Washington operational control shall not:

(1) Procure specialized hangar, line, and shop equipment except within the standards established by the FAA headquarters.

(2) Purchase, lease, rent, or otherwise acquire aircraft except as indicated in Order 4040.9C, FAA Aircraft Management Program.

(3) Change or modify agency aircraft and associated avionic equipment except as approved by the Aviation Standards National Field Office. The Aviation Standards National Field Office will also be responsible for project management and funding requirements.

g. Material, Property, and Supply Management. Regional administrators, center directors, and regional division/staff managers under Washington operational control shall not:

(1) Exercise procurement or contracting authority except as delegated by Order 4405.1C, Delegation of Contracting Authority.

(2) Award any contract or procurement action for the acquisition of aircraft, before the approval of the Administrator or Deputy Administrator, or the Director, Aviation Standards National Field Office, has been obtained as required under Order 4040.9C, FAA Aircraft Management Program.

(3) Award any contract over \$200,000 for which OST Office of Public Information release is required (SBA Section 8(a) awards and interagency agreements are excluded) shall be awarded subsequent to notification from the Office of Public Affairs (APA).

h. Airports and Other Landing Facilities. Regional administrators and division/staff managers under Washington operational control shall not:

- (1) Approve entry of new primary airports in the National Plan of Integrated Airport Systems.
- (2) Add a new project to the Airport Improvement Program for development at an airport other than primary if the cumulative Federal share during a fiscal year exceeds \$1 million, nor modify a project to cause the cumulative Federal share during a fiscal year to exceed \$1 million.
- (3) Add a new project to the Airport Improvement Program for development of primary airports if cumulative discretionary funds during a fiscal year exceed \$2.5 million, nor modify a project to cause the cumulative discretionary share during a fiscal year to exceed \$2.5 million.
- (4) Divert any Airport Improvement Program funds to an airport site other than that for which it was intended when the allocation was approved.
- (5) Add any integrated airport system planning project to the Airport Improvement Program if the Federal share exceed \$250,000.
- (6) Add an item of development or planning effort to a programmed project if such item was previously disapproved at the Washington level.
- (7) Increase an allocation when funding requires an increase in funds of another Federal agency until that other agency has authorized the increase in its supplemental grant.
- (8) Change or modify the standard terms and provisions of the form of Application for Federal Assistance, Grant Agreement, and Federal Assistance (Standard Form 424).
- (9) Terminate any Grant Agreement for planning or development for cause without prior concurrence of the Associate Administrator for Airport System Development when such concurrence is requested upon headquarters review of the termination proposal.
- (10) Approve final environmental impact statement or supplement to final environmental impact statements for actions subject to Section 102(2)(C) of the National Environmental Policy Act of 1969 that involve:
 - (a) Any new airport serving a metropolitan area
 - (b) Any new runway extension for an airport, any part of which is located in a metropolitan area and is either certificated under Section 612 of the Federal Aviation Act of 1958, as amended, or used by large aircraft (except helicopters) of commercial operators.
 - (c) Any project to which a Federal, State, or local government agency has expressed opposition on environmental grounds.

(d) Any project for which a notice of intended referral to the Council on Environmental Quality has been received from another Federal agency and the objections of that agency have not been resolved.

(11) Approve a final environmental impact statement or supplement to a final environmental impact statement for actions subject to Section 102(2)(C) of the National Environmental Policy Act of 1969 that involve projects other than those listed in paragraph 222h(10) without the concurrence of the Director of Airport Planning and Programming when such concurrence is requested upon headquarters review of the draft statement.

(12) Release an entire airport from all of the terms and conditions of a Grant Agreement, Surplus Property Instrument of Disposal, or a deed issued pursuant to Section 16 of the Federal Airport Act, Section 23 of the Airport and Airway Development Act, or Section 516 of the Airport and Airway Improvement Act.

(13) Recommend to the General Services Administration classification and disposal of surplus real property for airport revenue-producing purposes when the property will not be included within the boundary of the airport.

* (14) Withdrawn - CHG 29. *

(15) Approve modifications to airport design and construction standards except as provided in Order 5300.1C, Approval Level for Modification of Agency Airport Design and Construction Standards.

(16) Grant or deny petitions for exemption from the requirements of Federal Aviation Regulation, Part 139, Certification and Operations: Land Airports Serving CAB-Certificated Air Carriers, filed on behalf of military airports.

(17) Approve or disapprove an airport noise compatibility program submitted under Federal Aviation Regulations, Part 150, Airport Noise Compatibility Planning.

(18) Take an agency position on an airport use restriction proposal without prior coordination with the Associate Administrator for Airports.

i. International Operations and Representation. Regional administrators and division/staff managers under Washington operational control shall not:

(1) Assign an employee to an international meeting as a representative of the United States or as a representative of the agency to formal international conferences or meetings such as those convened by governmental or nongovernmental international organizations. All such representation must be coordinated and, as necessary, approved by Washington headquarters. This limitation does not apply to informal meetings on day-to-day operating problems at the working level or those concerning implementation of approved programs.

(2) Approve any changes in policies, plans, or programs required to carry out treaty or FAA statutory responsibilities internationally, except as specifically authorized by the Administrator on individual assignments.

(3) Approve any changes in aviation aspects of international agreements.

(4) Enter into negotiations to develop, coordinate, and execute economic plans and programs designed to encourage and foster the development of international civil aeronautics and air commerce abroad, except under specific policy guidance issued by Washington headquarters.

(5) Contact any international organizations, such as ICAO, EURO-CONTROL, NATO, SEATO, CENTO, including any field offices of such organizations, except in matters involving execution of approved plans and programs of the agency, and on the day-to-day type of operating problems of common interest.

(6) Provide aviation assistance to foreign governments or to international organizations, except under specific delegation, or in those instances where such advice and assistance can be informally provided by regional staff without an increase in resources allotted for this specific purpose.

(7) Negotiate with respect to facilities and equipment installations in foreign countries, except under specific delegation. This does not preclude technical discussions relating to installations or operation of equipment provided in previously approved plans.

(8) Undertake negotiations with the Department of State (DOS), its embassies or offices, concerning international aviation programs or policy matters without the approval of Washington headquarters. This does not preclude contacts with DOS, embassies, or field offices for the purpose of obtaining or exchanging information or discussing day-to-day operating problems.

j. Facilities and Equipment. Regional administrators and division/staff managers under Washington operational control shall not:

(1) Negotiate directly with contractors with respect to national installation or production programs being performed under Washington headquarters contracts. This shall not preclude normal field level liaison between regional and contractor installation personnel or regional representation of the contracting officer within specific limitation upon proper delegation of authority by the contracting officer.

(2) Procure equipment or devices to be used for air traffic control or navigation for which the specifications have not received prior agency approval. This does not include those supplemental equipment elements, systems, devices, parts, and supplies (other than Washington-furnished) essential to assembly of completed standard facility installations.

k. Air Traffic Management. Regional administrators and air traffic division managers under Washington operational control shall not:

(1) Issue instructions or provide interpretation which change national air traffic control policy, procedures, and instructions.

(2) Approve changes in Oceanic Flight Information Region/Control Area Boundaries.

(3) Approve International Oceanic Routes that may require coordination with other than adjacent areas.

(4) Approve changes to ICAO documents and to appropriate Air Navigation Region Plans.

(5) Make final airspace determinations involving airport cases where:

(a) Questions or situations are not covered by existing policy.

(b) Two or more affected regions disagree.

(c) Military proposals are received from the Department of Defense, pursuant to Section 308(b) of the Federal Aviation Act of 1958, in the form of the Annual Military Construction Program.

(6) Rule upon a petition for a public hearing under Part 77 of the Federal Aviation Regulations.

(7) Commit the region or the agency to include new or specific data in flight information publications or aeronautical charts issued by or controlled by FAA through the Air Traffic Operations Service, without prior Washington headquarters approval.

(8) Commit the region or the agency to produce a chart or flight information publication when such materials fall within the agency responsibilities assigned to Air Traffic Operations Service for the agency, without prior Washington headquarters approval.

(9) Provide new or corrective information that would affect any flight information publication or chart directly to any publisher or chart producer, except as specifically approved by Washington headquarters or as arranged for under a system approved by Washington headquarters.

1. Medical Research, Standards, and Procedures. Regional administrators and regional flight surgeons under Washington operational control shall not:

(1) Make final agency evaluation and decision on medical certification appeal cases.

(2) Approve new medical programs and furnish professional guidance instructions concerning the implementation procedure.

m. Research and Development. Regional administrators and division/staff managers under Washington operational control shall not conduct any formal research and development, except in conjunction with, or incidental to:

(1) Agency-approved R&D projects.

(2) Engineering efforts required for achieving satisfactory or improved performance characteristics in site adaptation, construction, and installation of facilities being established under assigned F&E projects.

(3) Efforts by system maintenance organizations to achieve improved equipment performance characteristics. Technical data developed through the preceding items must be submitted to Washington headquarters by the regions as quickly as possible, so as to ensure maximum gain for the agency.

n. Flight Safety, Standards, and Procedures. Regional administrators and division/staff managers under Washington operational control having foreign area geographic responsibility shall not take action to restrict, suspend, or amend the approvals of U.S.-certificated air carriers and commercial operators operating in foreign areas, when emergency conditions exist in such areas, except as provided in Order 1900.1C, FAA Emergency Operations Plan, or its successor.

223.-229. RESERVED.

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SECTION 4. STAFF ELEMENTS

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230. MANAGER OF ADMINISTRATIVE SYSTEMS. The Manager of Administrative Systems is responsible for the direction and coordination of the administrative management activities of the region and for providing technical guidance in internal administration to the program divisions. The Manager of Administrative Systems performs functions related to the conduct and improvement of administrative management and such other functions as the regional administrator may direct. Regional administrators may elect not to have a Manager of Administrative Systems, in which case the administrative services elements will report to the regional administrator. The position of Manager of Administrative Systems is optional. The Manager of Administrative Systems assists the regional administrator in the supervision of the following elements:

- a. Human Resource Management Division.
- b. Accounting Division.
- c. Budget Division.
- d. Logistics Division.
- e. Management Systems Division.

231. RESERVED.

232. PUBLIC AFFAIRS STAFF.

a. Mission. The Public Affairs Staff has overall responsibility for public affairs activities and employee information programs of the region. This staff provides advice and staff assistance to the regional administrator, the regional headquarters staff, and field offices and facilities of the region; fosters attainment of FAA public affairs objectives as stated in Order 1200.8C, Public Information Activities and Programs; and collaborates, as appropriate, with other major offices and with agency headquarters.

b. Structure. No formal structure is prescribed.

c. Functions. The Public Affairs Staff:

(1) Develops programs and guidelines for regional and local public affairs activities in conformity with established agency policies.

(2) Serves as the regional focal point for handling queries from the news media, aviation community, and the general public concerning informational matters.

(3) Acts as the regional releasing authority for official releases to news media.

(4) Serves as the designated focal point for releasing information and responding to queries concerning aircraft accidents and/or incidents.

(5) Develops procedures and guidelines for regional implementation of emergency information programs and activities to conform to imposed censorship policies and regulations.

(6) Provides support to nationally directed programs and activities as required.

(7) Administers the regional speakers bureau and assures proper regional representation in meetings of the aviation community and the public, in business, civic, or educational fields.

(8) Coordinates and monitors regional and local plans for open houses and dedications to assure compliance with agency policy outlined in Order 1200.8C.

(9) Administers regional employee information activities and supports the headquarters internal communications program as required.

(10) Compiles and prepares informational material, factsheets, pamphlets, handouts, etc., for distribution to members of the aviation community and general public.

(11) Administers the regional program for review and approval of requests for use of FAA facilities for the production of nongovernment documentary motion picture films and videotapes.

(12) Evaluates the effectiveness of overall regional public affairs activities, recommending modification of policies and procedures and improvements in regional public affairs practices, as appropriate.

d. Special Delegation. Reserved.

e. Special Relations. The regional Public Affairs Staff shall:

(1) Carry on continual coordination with the Office of Public Affairs with respect to policy guidance and exchange of information concerning events, developments, or trends affecting FAA and/or OST interests and objectives.

(2) Coordinate with and assist appropriate representatives of the National Transportation Safety Board on matters relating to the release of aircraft accident and/or incident information.

(3) Respond to program and policy guidance on employee information matters issued by the regional Human Resource Management Division of the Associate Administrator for Human Resource Management.

233. OPERATIONS CENTER.

a. Mission. Serves as communications nerve center for the region by collecting, screening, and summarizing information essential to the daily conduct of regional activities, and as an action center for concentrated and accelerated agency efforts in times of emergencies and increased activities.

b. Structure. No formal structure is prescribed.

c. Functions. The Operations Center:

(1) Provides prompt and reliable communications to and from FAA top management to enable regional officials to respond quickly to routine and emergency operations.

(2) Serves as operations control office for the region during natural disasters and national emergencies, providing coordination and initiating action as specified during the absence of the regional administrator and staff officers.

(3) Maintains current information as to the status of operations in the region by screening and summarizing information as to the outages, significant occurrences, weather, utilization of agency aircraft, accidents, and incidents.

(4) Develops for issuance by the regional administrator procedures governing the provision of staff communications for the regional headquarters and field offices and facilities (coordinating, as necessary, the procedures with military facilities); and recommends and applies regional procedures for implementing national accident and incident notification procedures.

(5) Provides rapid, reliable, and effective methods of obtaining, processing, summarizing, and presenting information to the regional administrator and regional personnel.

(6) Monitors selected communications media (radio, TV, newspapers, and periodicals) and alerts the regional administrator of significant items, relating such news items to the current state of FAA activities, services, or resources.

(7) Operates communications services to meet the specialized requirements of the regional headquarters and field offices and facilities; and controls and operates the regional office message center, including related cryptographic equipment and materials.

(8) Assists in the aircraft accident and incident notification of regional and National Transportation Safety Board officials and coordinates the obtaining, analysis, and rapid dissemination of information regarding accidents so that key FAA personnel are kept informed.

(9) Performs such other functions as may be assigned by the regional administrator that are consonant with its mission.

234. ASSISTANT CHIEF COUNSEL.

a. Mission. The Assistant Chief Counsel has overall responsibility for the legal activities of the region, providing legal counsel and assistance to the regional administrator, the regional headquarters staff, and other components of the region to assure that the activities of the region conform to statutory and regulatory requirements and shall provide legal service needed to facilitate the performance of agency functions and enforcement of agency requirements within the region. Regional and center counsel have been renamed Assistant Chief Counsel for each region and center; therefore, all references to regional and center counsel in Part 11 and Part 13 of the Federal Aviation Regulations should be construed as references to Assistant Chief Counsel for each region and center.

b. Structure. No formal structure is prescribed.

c. Functions. Under the supervision of and in coordination with the Chief Counsel, the Assistant Chief Counsel:

(1) Provides legal counsel, advice, and assistance to the regional administrator, the regional headquarters staff, and other component organizations of the region.

(2) Determines and takes legal action with respect to alleged violations of laws and agency regulations which are handled by regional components.

(3) Serves as agency counsel in enforcement proceedings before the National Transportation Safety Board (NTSB).

(4) Advises and assists United States attorneys on matters arising out of regional activities, including litigation pertaining to environmental problems, airport noise disturbance, encroachment on area of Federal jurisdiction, criminal enforcement, proceedings for the collection of civil penalties, condemnation actions in connection with the establishment of air navigation facilities, litigation arising from personnel adverse actions, and, as assigned by the Chief Counsel, proceedings under the Federal Tort Claims Act, and other litigation affecting or involving the agency.

(5) Monitors and makes recommendations or takes action as appropriate with respect to judicial and legislative development within the region affecting the agency.

(6) Serves as, or assists, the FAA spokesperson at NTSB accident investigation hearings and deposition proceedings when designated by the Chief Counsel.

(7) Represents or provides for representation of regional personnel in public hearings, litigation, or other proceedings in which they are participants in their official capacity, except where legal representation in such proceedings is being supplied by a headquarters element of the Office of the Chief Counsel.

(8) Provides advice and assistance to regional deciding officials and represents the agency, as counsel, in administrative hearings with respect to adverse actions and grievances.

(9) Furnishes legal opinions, clearances, assistance, and counseling to the regional administrator, his staff, and other components of the region with respect to the administration of all of the agency programs.

(10) Provides legal review and clearance of determinations reached in aeronautical studies of proposed structures affecting navigable airspace, under Part 77, Objects Affecting Navigable Airspace, determinations and approvals required in the processing of airworthiness directives issued by the regions pursuant to Part 11, Federal Aviation Regulations.

(11) Reviews terminal airspace proposals for rulemaking actions, draft notices, rules, or notices of denial, as appropriate, for publication in the Federal Register, and maintains a public docket pursuant to the requirement of Section 11.11 of Part 11 of the Federal Aviation Regulations.

(12) Adjudicates employee claims filed pursuant to P.L. 88-558 and Order 2700.14B, Employee Claims Manual.

(13) Reviews and negotiates settlement of claims under the Federal Tort Claims Act and claims for damage to Government property.

(14) Develops policies, procedures, standards, and guidelines required in addition to national policies, procedures, standards, and guidelines for the handling of legal matters in order to assure effective performance of those responsibilities and agency conformation with all legal requirements of applicable rules, laws, regulations, and orders.

(15) Provides, within the Directorate regions, initial review of the regulatory actions taken by the Directorates to ensure their legal adequacy. The Office of the Chief Counsel monitors and evaluates the reviews made by the Assistant Chief Counsel to ensure consistency and conformity with FAA, DOT, and OMB rulemaking policies and procedures.

(16) Takes steps necessary to effect the seizure of aircraft under the Federal Aviation Act as assigned by the Chief Counsel.

(17) Reviews confidential statement, garnishment orders and related documents, and subpoenas issued to the agency or to an agency employee in his/her official capacity. Reviews documents which support environmental decisions and determines the legal sufficiency of the documents. Issues conflict of interest determinations.

(18) Serves as agency counsel in proceedings before the Equal Employment Opportunity Commission and the Merit Systems Protection Board.

(19) Reviews all solicitations, contracts, or other procurement-related documents originating in the regions or centers when the estimated cost of the acquisition is expected to be \$100,000 or more.

d. Special Delegations.

(1) Subject to specific delegations contained in the Federal Aviation Regulations, limitations contained in Order 2150.3A, Compliance and Enforcement Program, and the provisions of paragraph 234e(3), the Assistant Chief Counsel exercises authority of the Chief Counsel with respect to matters arising within the region.

(a) Under Sections 313(c) and 1004 of the Federal Aviation Act, the Assistant Chief Counsel is authorized to take evidence, issue subpoenas, take depositions, and compel testimony in the conduct of agency investigations and hearings authorized by the Federal Aviation Act or the Airport and Airway Development Act of 1970.

(b) Under Sections 609 and 1005 of the Act, the Assistant Chief Counsel is authorized, with respect to the issuance of notices, orders, and emergency orders, to amend, modify, suspend, or revoke various types of certificates as set forth in Section 609.

(c) Under Title IX of the Act, the Assistant Chief Counsel is authorized, with respect to the issuance of notices and order to assess civil penalties and the Assistant Chief Counsel is authorized to act with respect to the compromise, imposition, assessment, and collection of civil penalties.

(d) Under Section 1002 of the Act, the Assistant Chief Counsel is authorized to act, with respect to the filing of complaints with the Secretary of the Department involved against a member of the Armed Forces of the United States for violations of the Act or the regulations.

(e) Under Sections 1007 and 1008 of the Act, the Assistant Chief Counsel is authorized to act, with respect to the seeking of a writ of injunction or other process in the United States District Court.

(2) Assistant Chief Counsels for the regions derive their authority from the Chief Counsel. They are delegated full authority to take all actions necessary to carry out their assigned responsibilities, within approved agency policies, program plans, and procedures, including the coordination guidelines established by the Chief Counsel. They will continue to provide legal counsel, advice, and assistance to regional administrators, program managers, regional headquarters staff, and other cognizant organizations of the region.

e. Special Relations. The Assistant Chief Counsel and attorneys of the Assistant Chief Counsel's staff shall perform their functions in accordance with the following:

(1) In cases being processed for legal enforcement action, sanctions imposed by counsel will be the product of joint decision between the appropriate regional division, e.g., Flight Standards, Aircraft Certification, Civil Aviation Security, and counsel in the region. If the sanction recommended by the appropriate regional division is concurred in by counsel, counsel will immediately process the violation report. If counsel does not concur in the recommendation, the Assistant Chief Counsel shall consult with the appropriate division and attempt to reach agreement. If agreement does not prove to be possible, the matter shall be referred to the Chief Counsel who will make the final determination after consultation with the Associate Administrator for Regulation and Certification.

(2) Once the sanction is agreed upon, it is then the responsibility of counsel to prosecute the case to conclusion. However, during all subsequent FAA negotiations with the violator relating to the sanction, the appropriate regional division should be consulted and be present. However, once a case is in the hands of a United States attorney, or an order of the Administrator has been issued, the appropriate regional division need not be consulted regarding a change of sanction. Moreover, informal conferences may sometimes be held at locations at which consultation with these divisions might not be possible; in such cases, counsel may change a sanction without consultation with these divisions. However, in all such cases every such effort will be made to secure advance concurrence from the appropriate regional division on any change in sanction. All violations shall be processed to completion by counsel, subject to pertinent agency directives and the supervision of the Chief Counsel.

(3) Several categories of cases create Congressional and public interest. It is necessary for the headquarters to be continually advised of the exact status of any enforcement action involving these cases so that it may deal properly with Congressional and public inquiries concerning these cases. In order to accomplish this, regional assistant chief counsel shall keep the Assistant Chief Counsel, Regulations and Enforcement Division, continually advised of each step in the investigation, review, and enforcement action in significant cases. Significant cases are described in detail in Order 2150.3A and in coordination guidelines promulgated by the Chief Counsel.

(4) The following category of cases shall be referred to the Office of the Chief Counsel for handling through the Regulations and Enforcement Division:

- (a) Cases which the Administrator expressly designates.
- (b) Cases which the Chief Counsel expressly designates.
- (c) Medical denial cases appealed to the National Transportation Safety Board and appeals to the NTSB and the United States Court of Appeals.
- (d) Cases having recognizable national implications.
- (e) Cases having policy considerations requiring coordination with headquarters units, between FAA and the NTSB, or other agencies.
- (f) Cases involving violations of Prohibited Areas P-25, P-29, and P-56, or any other prohibited areas established over Presidential residences.
- (g) Cases involving violation of the Hazardous Materials Transportation Act and the DOT Hazardous Materials Regulations.
- (h) Cases involving violation of the Federal Aviation Regulations by foreign persons or foreign companies within U.S. air commerce.

(5) The Assistant Chief Counsel shall keep the regional administrator informed of all significant operational and/or political issues within its purview.

235. AVIATION SAFETY STAFF. The Aviation Safety Staff:

- a. Manages the regional safety program.
- b. Reviews regulations, policies, standards, and procedures affecting aviation safety.
- c. Participates in the regional accident and investigation program.
- d. Conducts interdisciplinary team efforts to accomplish system safety evaluations at the regional level.

236. CIVIL RIGHTS STAFF.

a. Mission. The Civil Rights Staff assists, represents, and advises the regional administrator on civil rights and equal opportunity matters so as to assure full and affirmative implementation of civil rights and equal opportunity precepts throughout the region in all official actions. This includes regional employment practices; services rendered to the public by the region; operation of federally assisted activities; and other programs or efforts involving administration assistance, participation, or endorsement.

b. Structure. No formal structure is prescribed.

c. Functions. The staff:

(1) Develops and recommends to the regional administrator civil rights and equal opportunity programs, standards, and procedures to assure:

(a) Equal opportunity in internal regional employment practices (Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e et seq.), Section 501 and 504 of the Rehabilitation Act of 1973 (29 U.S.C. 791, 794, and 794a), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), the Equal Pay Act (enacted as section 6(d) of the Fair Labor Standards Act of 1938, 29 U.S.C. 206(d)), and implementing regulations issued by the Equal Employment Opportunity Commission (29 CFR Parts 1600 through 1691). In the case of section 504 of the Rehabilitation Act of 1973, implementing regulations are issued for the Department by the Secretary of Transportation (49 CFR Part 27).

(b) Equal opportunity by recipients of FAA-sponsored Federal assistance and related organizations within the region (Title VI of the Civil Rights Act of 1964, (42 U.S.C. 2000d et seq.), Section 30 of the Airport and Airway Development Act of 1970 (14 CFR Part 152, Subpart E), as amended (49 U.S.C. 1730), Section 520 of the Airport and Airway Improvement Act, and regulations of the Department of Justice (28 CFR Part 42, Subpart F and 28 CFR Part 50 specifically, section 50.3).

(c) That all regional programs and activities affecting housing and urban development are administered in an affirmative manner to further the purpose of the Fair Housing provision of Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.).

(d) That technical advice or assistance requested by the Departmental Office of Civil Rights, Office of the Secretary of Transportation (OST), in investigations of alleged or suspected discriminatory practices be provided by civil rights specialists or other personnel appropriately trained for collateral duties of this nature and supervised by the civil rights specialists regularly assigned to the Civil Rights Staff.

(e) That technical advice and guidance on civil rights matters are provided to regional officials and organizations regularly charged with contract responsibilities (other than those assigned to the Secretary of Labor) or with grants-in-aid administration.

(f) That affirmative actions are taken to support total Federal equal opportunity programs.

(g) That small business concerns owned and controlled by socially and economically disadvantaged individuals participate in contracting and leasing opportunities provided by Department of Transportation programs as set forth in Sections 505(d) and 511(a)(17) of the Airport and Airway Improvement Act of 1982, as amended, and implementing regulations promulgated by the Secretary at 49 CFR Part 23; and works with the Logistics Division in support of the disadvantaged business program.

(h) That employees and employee organizations committed to promoting the agency's policy of equal employment opportunity are given reasonable support and encouragement.

(2) Evaluates implementation by regional elements of approved equal opportunity and civil rights policies, programs, standards, and procedures.

(3) Serves as the regional Equal Employment Opportunity Officer as set forth in 29 CFR 1613.204(c), and regulations issued by the Equal Employment Opportunity Commission).

(4) Serves as the Regional Title VI Coordinator (Title VI of the Civil Rights Act of 1964, Executive Order 11247, and regulations of OST), as previously cited herein.

(5) Provides for, or conducts, in-depth equal opportunity compliance reviews (a) deemed necessary to assure effective program implementation within the region or (b) requested by higher authority; and conducts such reviews related to grant-in-aid activities as developed and implemented by regional elements.

(6) Develops or coordinates the development of all regional civil rights and equal opportunity reports and the regional input for all national civil rights and equal opportunity reports.

(7) Coordinates all regional activities involving assistance to American Indians and exerts positive efforts to bring such activities to the attention of American Indians.

(8) Provides for, and conducts investigations and analyses of, discrimination complaints filed under 29 CFR Part 1613.

(9) Serves as regional coordinator of the Historically Black Colleges and Universities (HBCU) Program (Executive Order 12320) to remove barriers, to improve administrative infrastructure, and to provide financial support for HBCU's to increase their capacity to participate in FAA-sponsored programs.

(10) Conducts complaint investigations, as required, under Section 504 of the Rehabilitation Act of 1973.

(11) Serves as the regional contact point and liaison for employees and employee organizations committed to promoting the agency's policies and programs of equal employment opportunity.

237.-239. RESERVED.

240. HUMAN RESOURCE MANAGEMENT DIVISION.

a. Mission. The Human Resource Management Division serves as the principal organization within the region on all matters pertaining to human resource management, which includes employment, position and pay policy, training, labor and employee relations, human resource planning, evaluation, and human resource effectiveness.

b. Structure. No organizational structure is prescribed.

c. Functions. The Human Resource Management Division:

(1) Advises, assists, and represents the regional administrator and other management officials of the region in all matters relating to human resource management, both internally and in communications and liaison with the Office of Personnel Management, recruiting sources, minority groups, other local agencies, industries, special committees, civic groups, and other external organizations.

(2) Provides continuing specialized assistance and advisory service to all managers and first-line supervisors concerning all matters relating to human resource management; assistance to management includes direct communication with employees when considered necessary or desirable.

(3) Implements human resource management and training policies established by Washington headquarters.

(4) Identifies the need for, establishes, and assists in implementing regional human resource management policies designed to meet the particular needs of regional management and other employees.

(5) Reviews and evaluates, on a regionwide basis and across organizational lines, all phases of human resource management activities to determine their overall effectiveness and strengthen any area of human resource management in which weaknesses are detected.

(6) Assures compliance with statutory and regulatory requirements and internal policies and program standards.

(7) Performs all of the operational services relating to human resource management, including those relating and necessary to the following: recruitment, special emphasis employment programs; internal placement; reduction-in-force; personnel records and reports; equal opportunity activities; position classification; human resource position management; pay administration; allowances and differentials; leave administration; workweeks and hours of duty; labor relations; adverse actions; appeals and grievances; conduct and discipline; employee benefits and services; injury compensation; occupational safety; employee assistance program; internal drug testing programs (excluding periodic and pre-employment programs); technical training; management and supervisory training; human resource management training; performance standards and appraisal; incentive awards; suggestions; performance management system; performance management and recognition system; career development; organization development; employee participation groups; facilitator management; quality circles; employee attitude survey followup; human resource planning, evaluation, policy integration, and research; and the consolidated personnel management information system or related human resource management computerized systems.

(8) Participates in the equal opportunity program by assuring that all human resource management and procedural actions taken within the division are without regard to any factor that is irrelevant to the quality of performance or the qualifications for any regional position; promotes equal opportunity principles throughout the region as part of the basic human resource management responsibilities of the division.

d. Special Delegation. Reserved.

e. Special Relations. Reserved.

241. ACCOUNTING DIVISION.

a. Mission. The Accounting Division provides accounting services, maintains accounting controls, and furnishes financial data, reports, analyses, and advice to regional management.

b. Structure. No organizational structure is prescribed.

c. Functions. The Accounting Division:

(1) Participates in the development of the agency accounting and financial reporting system.

(2) Installs and maintains the agency accounting system, as applicable to the region and to the client regions listed in paragraph 241e, to provide effective services and accounting control relating to funds, property, and other assets, liabilities, costs, and revenues of the region. Within the design and specification of the agency system, provides for amplification to meet special regional needs.

(3) Operates the regional accounting and financial reporting systems, interpreting agency accounting and travel policies and regulations, determining entitlement to payment by, and indebtedness to, the United States (including the examination and certification of vouchers and payrolls), providing accounting services, maintaining controls, and producing timely financial reports and related information to meet agency requirements and regional requirements at all levels.

(4) Analyzes and presents accounting data to regional officials for management attention. Provides historical financial information for all official regional purposes.

(5) Provides, as a part of emergency operations, emergency accounting support capability to the client regions.

(6) Advises on proposed contracts, agreements, and other proposals to assure adequate recognition of requirements for FAA accounting needs and proper flow of financial documents, including those reflecting custodianship of Government property.

d. Special Delegation. Reserved.

e. Special Relations.

(1) Basic responsibility for accounting functions in the regions is assigned to the Alaskan, Central, Eastern, Southern, Southwest, and Western-Pacific Regions. The geographic areas of responsibility for these services are:

(a) Alaskan Region - Alaskan Region.

(b) Central Region - Central and Great Lakes Regions.

(c) Eastern Region - Eastern and New England Regions.

(d) Southern Region - Southern Region.

(e) Southwest Region - Southwest Region.

(f) Western-Pacific Region - Western-Pacific and Northwest Mountain Regions.

(2) The Aeronautical Center provides payroll services for the Alaskan, Eastern, New England, Northwest Mountain, and Western-Pacific Regions.

(3) The Southern Region provides payroll services for the Washington headquarters, the FAA Technical Center, and the Southwest Region.

(4) The Central Region provides payroll services for the Central and Great Lakes Regions.

(5) The accounting liaison function will be performed by the Budget Division or to the division assigned the budget function in those regions not having an Accounting Division.

242. BUDGET DIVISION.

a. Mission. The Budget Division ensures that regional budgetary needs are currently identified and effectively presented to the Washington headquarters and that non-straightlined fund and manpower allocations and other resources available in the region are effectively utilized in the pursuit of agency missions.

b. Structure. No organizational structure is prescribed.

c. Functions. The Budget Division:

(1) Advises and, as requested, assists the Washington headquarters in the development or improvement of agency budgetary policies and procedures. Implements agency policies and practices in the region and develops supplementary instructions required for regional purposes.

(2) Guides, advises, and works with divisions and staffs of the regional headquarters and the field operating facilities within the region in the preparation of budget estimates and annual and quarterly fiscal programs. Makes independent analyses of proposed program requirements and advises and assists the regional administrator in the assessment of manpower and fund requirements.

(3) Administers the fiscal work of non-straightlined programs of the region, recommending or, within delegated authority, making allocations of funds, staffing levels, and other resources in accordance with their availability and needs of regional programs. Evaluates the effectiveness of all regional program accomplishments from a budgetary standpoint and recommends or, within delegated authority, makes adjustments in non-straightlined resource allocations, as appropriate.

(4) Provides budgetary guidance and assistance to the regional administrator and all key regional officials, including those in field operating facilities, in the planning, funding, management, and evaluation of regional programs.

(5) Evaluates the effectiveness of budget operations in the region as a whole, including field operating facilities. Recommends modification of agency policies and procedures and improvements in regional budget practices, as appropriate.

(6) Advises and assists the regional administrator in the determination of future regional budgetary requirements consistent with the agency Multi-Year Program and Financial Plan. Reviews for adequacy and consistency and advises the regional administrator and other officials with respect to data prepared by the region in support of national program plans.

d. Regional Budget and Program Responsibilities. Consistent with agency and regional budgetary policies and standards, all regional elements have continuing responsibility for initiative in planning and presenting their estimated budgetary requirements of non-straightlined programs in accordance with established procedures. The head of each regional division or staff is responsible for furnishing technical advice and guidance in the budget review process and for recommendations as to the adequacy of budget estimates to accomplish assigned missions of the region. Until further guidance, the budget division is responsible for analyzing all regional budget estimates, projecting requirements and costing selected budgetary items, and for making recommendations to the regional administrator.

243. RESERVED.

244. LOGISTICS DIVISION.

a. Mission. The Logistics Division plans, manages, and accomplishes logistics and contractual support of regional operations; provides policy guidance and evaluates regional performance of logistics and contracting functions; manages real and personal property, transportation, and supply; and provides mail, messenger, distribution, printing, and duplicating support of regional operations.

b. Structure. No organizational structure is prescribed.

c. Functions. The Logistics Division:

(1) Advises and assists regional administrator and other management officials on logistics and contractual matters.

(2) Develops regional logistic policy and systems and implements regional or national systems and policy.

(3) Participates in developing overall regional objectives and goals and orients logistics and contracting efforts accordingly.

(4) Plans and directs the overall regional logistics and contracting operations and assures effective, efficient performance throughout the region.

(5) Assures, through regionwide coordination, that business aspects and judgments are introduced in the acquisition, management, and disposal of real and personal property.

d. Special Delegation. Reserved.

e. Special Relations. Reserved.

f. Subordinate Organizations. Reserved.

245. MANAGEMENT SYSTEMS DIVISION.

a. Mission. The Management Systems Division promotes continuous improvement in the effectiveness, productivity, and economy of regional program performance. Provides the principal staff advice and assistance to regional officials with regard to organization, staffing standards, information systems, management systems and procedures, paperwork management, management information, library services, and functional organizational structure and statements.

b. Structure. No organizational structure is prescribed.

c. Functions. The Management Systems Division:

(1) Plans and conducts regional organization and management studies and participates, as requested, in agencywide studies of this nature.

(2) Participates in agencywide studies to establish national staffing standards.

(3) Administers regional paperwork management programs relating to directives, records and microfilming, forms and reports, and correspondence.

(4) Participates in the development and analysis of plans for application of information systems services for functions within the region and recommends action to the appropriate regional approving official.

(5) Administers and promotes the regional data classification, coding, and standardization programs; provides leadership in the development of local (intra-regional) data standards; and assures appropriate coordination of data standards with other regions where more than one region is being served by a single data processing organization.

(6) Promotes regional management improvement through participation in management development programs and the introduction and application of effective management concepts, systems, and techniques.

(7) Administers the regional office systems and management information systems.

(8) Provides for the following services through in-house capability, intra-Government services, or commercial services, or any combination of these:

(a) Computer time-sharing services (as set forth in Order 1370.32, Use of Computer Time-Sharing Services), including coordination with the Office of Management Systems.

(b) Library material, information retrieval services, and public document facility responsibility.

(9) Provides regional information systems operations, systems, and programming services for assigned national and local ADP programs.

(10) Has responsibility for information systems development and applications through design, implementation, and operation of automated management and program-oriented information systems; provides computerized methods for achieving maximum management effectiveness in the utilization of regional fiscal, physical, and manpower resources.

(11) Provides information systems services and staff support to regional managers.

(12) Participates with, and provides assistance to, the Office of Management Systems in the conduct and implementation of information systems studies of FAA functions and operations, as required, to develop, promote, and improve systems and equipment in support of FAA programs.

(13) Works directly with regional organizations to implement approved data systems for providing required information for agency programs.

(14) Ensures compliance with Office of Management Systems operating standards and procedures; establishes other necessary operating standards and procedures to ensure efficient and effective use of information systems equipment and staff resources.

(15) Works directly with using organizations and the Office of Management Systems to establish priorities and schedules for information systems activities.

d. Special Delegations. Reserved.

e. Special Relations. Proposals to develop and implement local information systems will be submitted to the Office of Management Systems before actual development begins to assure that there is no impact with existing and planned national systems and to consider the proposed system for application elsewhere in FAA as prescribed by Order 1370.52B, Information Resources Management-Policies and Procedures.

246.-248. RESERVED.

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1100.5c

SECTION 6. PROGRAM DIVISIONS

BASIC REGIONAL ORGANIZATION ^{2/} Program Divisions

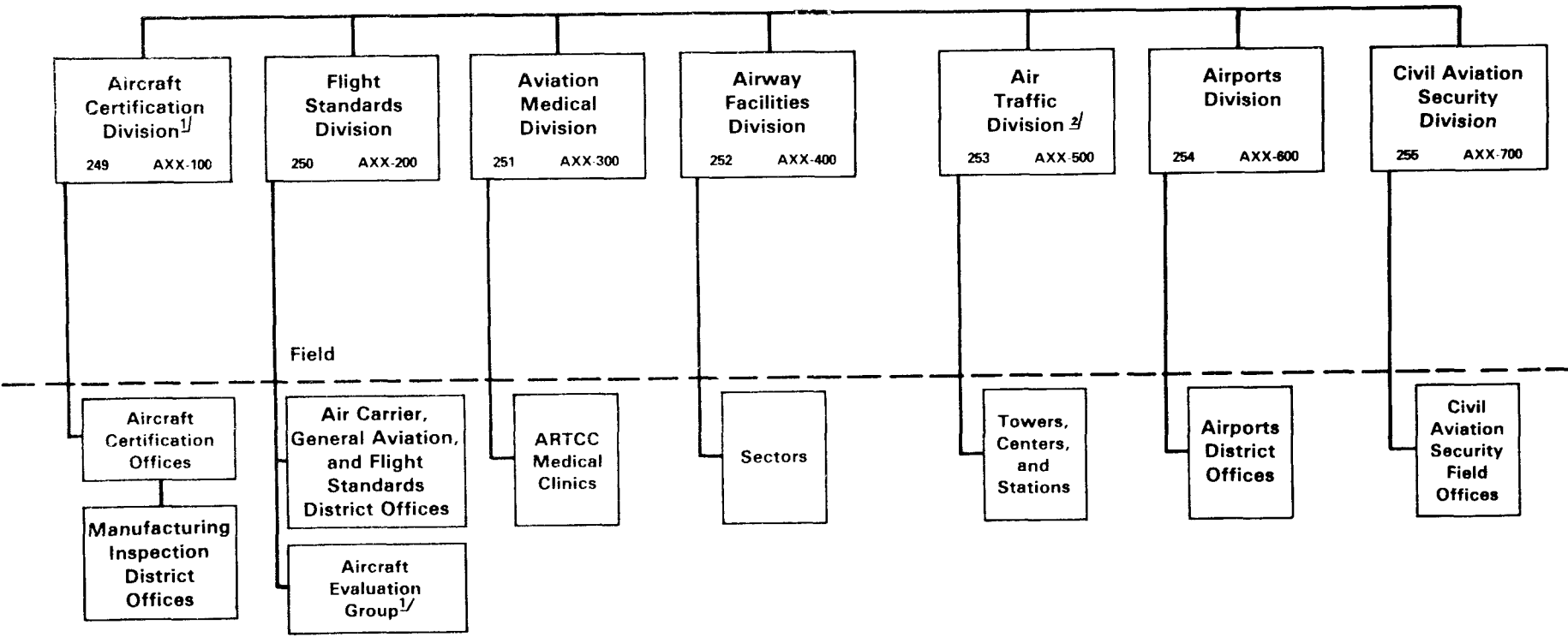


FIGURE 2-10. PROGRAM DIVISIONS

^{1/} At the Central, New England, Northwest Mountain, and Southwest Regions only.

^{2/} These divisions report to Washington headquarters.

249. AIRCRAFT CERTIFICATION DIVISION.

a. Mission. The division is a field located organizational element of the Aircraft Certification Service through which assigned national and regional Aircraft Certification Regulatory Program (ACRP) functions are accomplished.

b. National Responsibilities. National policy formulation and standardization responsibilities, geographic area of responsibility for program implementation responsibilities, special relations, and special delegations to the Directorate Managers are contained in Order 1100.2C. Each division manager serves as head of the Aircraft Certification Directorate. The Manager, Aircraft Certification Directorate, in the New England, Central, Southwest, and Northwest Mountain Regions reports to the Director, Aircraft Certification Service.

c. The Manager, Aircraft Certification Directorate, manages, directs, and monitors:

(1) Type (including amended and supplemental type) certification on a worldwide basis according to the category and kind of product identified by assigned FAR Parts and production and airworthiness certification or approval of a particular civil aeronautical product (aircraft, aircraft engines, propellers, materials, parts, appliances), within the geographical boundaries of the Directorate.

(2) Development and standard application of technical policies and regulations in the type certification program as assigned by FAR Part.

(3) Efficient, effective, and economical utilization of FAA resources in accomplishing certification programs within the assigned geographical boundaries.

(4) Continuous compliance with approved systems and takes enforcement action as may be necessary to assure continued compliance.

(5) Continuous airworthiness of the particular aeronautical product as assigned by FAR Part and taking corrective action as may be necessary to preclude unsafe flight conditions.

d. Structure. No specific organizational structure is prescribed. However, each directorate has subelements known as Aircraft Certification Offices (ACO), Manufacturing Inspection District Offices (MIDO), and Manufacturing Inspection Satellite Offices (MISO). The Directorates also have Manufacturing Inspection Offices (MIO).

(1) The term "Aircraft Certification Office" (ACO) means the aircraft Certification Directorate's operational subelement which administers and secures compliance with agency regulations, programs, standards, and procedures governing the type design of aircraft, aircraft engines, or propellers and provides certification expertise in the investigation and reporting of aircraft accidents, incidents, and service difficulties, depending on a particular division's organization structure.

(2) The term "Manufacturing Inspection District Office" (MIDO) means a field office of the Aircraft Certification Directorate. This office, within its assigned geographic area, is responsible for airworthiness certification or approval of civil aircraft, engines, propellers, part, and appliances; production approval and surveillance of manufacturing facilities producing the previously mentioned products; support of the engineering elements of the Aircraft Certification Directorate during type certification programs; investigating and submitting enforcement reports on noncompliance with the FAR's; investigating and requiring appropriate corrective measures for service difficulties.

(3) The term "Manufacturing Inspection Satellite Office" (MISO) means an element of a MIDO or Manufacturing Inspection Branch that is responsible for the same activity as a MIDO, as applicable, within its assigned area.

(4) The term "Manufacturing Inspection Office" (MIO) means an element of the Directorate, located in the host region headquarters, which is charged with oversight of the MIDO's and MISO's and has responsibility for all manufacturing activities within the Directorate.

e. Functions. The Aircraft Certification Division:

(1) Within its assigned geographical boundaries of the directorate, the directorate:

(a) Administers the programs that secure compliance with agency regulations, programs, standards, and procedures governing:

1 The certification of type design, production, and airworthiness certification on approval of aircraft, engines, and propellers.

2 The approval of materials, parts, appliances, and replacement and modification parts.

(b) Exercises line authority over subelements of the directorate.

(c) Assures the prompt investigation and effective processing of violations of the regulations.

(d) Assures surveillance of all production approval holders and suppliers in accordance with current directives.

(e) Implements systems for the review, evaluation, investigation, and improvement of the effectiveness of aircraft certification regulatory programs.

(f) Provides aircraft certification expertise in the investigation of aircraft accidents.

(g) Implements systems for the analysis and evaluation of service difficulties and for initiating necessary corrective action.

(h) Directs and maintains programs for the issuance, amendment, suspension, and/or cancellation of airworthiness certificates, production certificates, approved production inspection system authorizations, technical standard order authorizations, and parts manufacturer approvals.

(i) Conducts Type Certification and Production Certification Boards and provides representation on Flight Standards Flight Operations Evaluation Boards and Maintenance Review Boards.

(j) Conducts Airworthiness Directive Review Board and, in conjunction with the Flight Standards Division and the regional counsel, develops airworthiness directives for appliances or items approved under Technical Standard Order (TSO) Authorizations and Parts Manufacturer Approval (PMA) procedures, which are installed in several different aircraft or engine types.

(k) Manages the efficient, effective, and economic utilization of FAA resources on conducting certification programs.

(l) Appoints and monitors the activities of designated representatives of the Administrator, such as Designated Engineering Representatives (DER), Designated Manufacturing Inspection Representatives (DMIR), Designated Airworthiness Representative - Manufacturing (DAR-MFG), Delegation Option Authorization (DOA) manufacturers, and Designated Alteration Stations (DAS).

(2) As the directorate accountable for the FAR Part assigned, the functions of the directorate are as follows:

(a) Implements and directs the type (including supplemental type) certification program on a worldwide basis for products assigned by FAR Part to the directorate.

(b) For these products and the airworthiness standards related thereto:

1 Develops and provides technical policies and guidance related to type certification programs and service difficulty actions.

2 Monitors and evaluates the continued airworthiness of products approved under the assigned FAR Part(s).

3 Utilizes the necessary technical services of the Flight Standards Division via the Aircraft Evaluation Group (AEG) or its organization equivalent for the type or supplemental type certification process and for Airworthiness Directives Review Board Meetings.

4 Keeps the Director, Aircraft Certification Service, advised of any pending airworthiness directive (AD) action that is of an emergency nature or which could be highly controversial.

5 Determines compliance with the applicable noise and engine emissions standards, including the approval of equivalent procedure, within the scope of technical guidance provided by the Office of Environment, FAR 36, and SFAR 27, that relates to its area of airworthiness authority.

6 Develops, coordinates, and recommends, for issuance by the Director, Aircraft Certification Service, notices of proposed rulemaking (NPRM) to amend their assigned FAR Parts, and amendments, extensions, or withdrawals thereof.

7 Develops, coordinates, and recommends, for issuance by the Administrator, final amendments to their assigned FAR Part(s).

8 Develops, coordinates, and recommends, for issuance by the Director, Aircraft Certification Service appendix to the airworthiness standards, amendments, suspensions, or cancellations thereof unless delegated to an Aircraft Certification Office.

9 Approves and issues type or supplemental type certificates, amendments, suspension, or cancellations thereof unless delegated to an Aircraft Certification Office.

10 Develops, coordinates, and issues grants or denials of petitions for exemption.

11 Develops, coordinates, and issues advisory circulars, amendments, or cancellations thereof.

12 Develops, coordinates, and issues national directives of the application of airworthiness standards for products approved under their assigned FAR Part(s).

13 Develops, coordinates, and issues notices of special conditions, final special conditions, and amendments, or cancellations thereof.

14 Develops, coordinates, and issues airworthiness directives on all associated aeronautical products (domestic or foreign).

15 Initiates recommendations to the Director, Aircraft Certification Service, for research and development activities.

16 Issues Delegation Option Authorizations (DOA).

17 Chairs or designates a person in the geographic Directorate to act as chairperson on Type Certification Board and provides representation on Production Certification Boards, Flight Operations Evaluations Boards, and Maintenance Review Boards.

18 Chairs or designates Chairperson for the Airworthiness Directive Review Board and, in conjunction with the Flight Standards Division and the Assistant Chief Counsel, prepared material for the issuance of airworthiness directives for all aeronautical products assigned to the Directorate.

19 Directs and assures representation in significant service difficulty investigation activities and ensures the implementation of corrective action when and where needed.

20 Performs special technical projects as requested by the Director, Aircraft Certification Service.

21 Determines the need for special airworthiness investigations, studies, and followup actions; conducts other special investigations or evaluations as needed or as requested by appropriate officials.

f. Special Delegations.

(1) Order 1100.2C, Organization - FAA Headquarters, contains special delegations to the Aircraft Certification Directorate Managers. These delegations pertain to the Aircraft Certification Division functions contained in paragraph 249e of Order 1100.5C.

(2) Due to the special nature of the Aircraft Certification Directorates, each regional aircraft certification division manager will serve as head of the Aircraft Certification Directorate. The Manager, Aircraft Certification Directorate, in the New England, Central, Southwest, and Northwest Mountain Regions has authority and responsibility for the aircraft certification program assigned. The division manager reports to the Director, Aircraft Certification Service. The Manager, Aircraft Certification Directorate, in the New England, Central, Southwest, and Northwest Mountain Regions has authority to issue airworthiness directives, special conditions, and exemptions for the aircraft certification regulatory program functions assigned to their directorate in accordance with established rulemaking procedures. This delegation also includes issuance of notices of proposed action leading to the issuance of these regulatory documents.

g. Special Relations.

(1) Regional Programs. The Aircraft Certification Division participates with other regional divisions in the development of regional programs, guidelines, standards, and procedures in which the Aircraft Certification Division has an assigned interest or needed technical skills. The Aircraft Certification Division shall keep the regional administrator informed of all significant operational and/or political issues within its purview.

(2) Enforcement. The Aircraft Certification Division establishes the Aircraft Certification Directorate's position with respect to legal enforcement action in the aircraft certification programs and provides technical analysis and assistance to the Assistant Chief Counsel, including participating in hearing proceedings. The Assistant Chief Counsel conducts the legal processing of violation reports submitted in these programs and consults with the Aircraft Certification Division as to the sanction to be imposed in each case, with differences being resolved by the Chief Counsel upon consultation with the Associate Administrator for Regulation and Compliance.

(3) Assistant Chief Counsel. The Assistant Chief Counsel of the host region will be responsible for completing the legal review of all regulatory documents completed in the Directorates.

(4) Host Regional Administrators. The directorate managers will assure that good program communications concerning their total Aircraft Certification Regulatory Program (ACRP) are maintained with the regional administrator of their host region, including information of directorate activities outside the host region's geographical boundaries.

(5) Other Regional Administration. The directorate managers will be responsive to request for ACRP information concerning activities within any regional administrators' geographical boundaries and will make a special effort to assure that all regional administrators are kept informed of program activities within their regions on a periodic basis.

250. FLIGHT STANDARDS DIVISION.

a. Mission. The Flight Standards Division manages and directs the region's air carrier and general aviation programs; establishes regional requirements for instrument procedures and flight inspection services and coordinates these requirements with the Aviation Standards National Field Office (AVN); develops the region's annual F&E requirements for new terminal air navigation aids (except radar). The division is under the executive direction of the Director, Flight Standards Service.

b. Structure. No organizational structure is prescribed. However, the Flight Standards Division in the regions with an Aircraft Certification Directorate may have an Aircraft Evaluation Group (AEG) or equivalent organizational element.

c. Functions. The Flight Standards Division:

(1) Administers and secures compliance with agency regulations, programs, standards, and procedures governing:

(a) The inspection, certification, and surveillance of general aviation and air carrier operations.

(b) The recurrent certification and maintenance of aircraft.

(c) The examination, certification, and surveillance of all categories of flight operations and maintenance airmen and related examiners and air agencies.

(d) The investigation and reporting of aircraft accidents, incidents, service difficulties, and violations.

(2) Exercises line authority over Flight Standards Field Offices that are within the purview of the Associate Administrator for Regulation and Certification.

(3) Conducts, as required, evaluation of air carriers and general aviation operators.

(4) Manages and controls assigned agency evaluation, currency, and transportation (ECT) aircraft and the regional aircraft rental program.

(5) Provides focal point liaison regarding the region's requirements for flight inspection and instrument procedures services to be accomplished by the Aviation Standards National Field Office.

(6) Establishes regional requirements for new instrument procedures and receives and resolves user and industry comments on new and revised instrument procedures.

(7) Provides technical evaluations of regional airspace programs to determine their effect on flight operations and instrument flight procedures.

(8) Develops regional requirements for new terminal air navigation aids (except radar), including justification, priorities, and place names for all items to be included in the region's F&E annual budget submission and provides technical expertise as required.

(9) Encourages and fosters the safe and orderly development of civil aviation in the region.

(10) Determines the need for, and makes substantiated recommendations for, new or amended regulations, policies, and procedures, and for research and development projects on matters not related to airworthiness standards.

(11) Provides for a continuing system of evaluation of all regional Flight Standards activities not related to aircraft certification programs to measure their effectiveness.

(12) Prepares the budget for the Flight Standards regional program.

(13) Provides, within the Aircraft Certification Directorate regions, aircraft evaluation services to the Aircraft Certification Offices (ACO). These services will normally be provided by the Aircraft Evaluation Group (AEG), where established, or by an equivalent organizational element. Services include operational and maintenance consultation, coordination, and assistance in aircraft certification and service difficulty programs and the continued airworthiness and operational considerations for the operating fleets, utilizing the policy and guidance specifically formulated for AEG function (see Chapter 63, Aircraft Certification Service, in Order 1100.2C).

(14) Serves as the focal point within the region for emergency airlift planning and coordination to carry out responsibilities assigned to FAA for State and Regional Disaster Airlift (SARDA), War Air Service Program (WASP), and Civil Reserve Air Fleet (CRAF) activities.

d. Special Delegations. Within the Aircraft Certification Directorate regions, the division manages and directs all operational and maintenance aspects of the aircraft certification programs. This responsibility includes:

- (1) Line management of the aircraft evaluation staff and field elements.
- (2) The necessary evaluation and participation in aircraft simulation and flight tests to ensure that operational characteristics of new or modified aircraft or aircraft parts are suitable for FAR Parts 91, 121, or 135 service, and other appropriate operation regulations.
- (3) Representation on, and operational coordination for, all type certification boards, airworthiness directive boards, flight manual review boards, etc.
- (4) Providing a chairperson for, and participation in, Flight Operations Evaluation Boards, Flight Standardization Boards, and Maintenance Review Boards.
- (5) The issuance of Flight Operations Evaluation Board, Flight Standardization Board, and Maintenance Review Board findings, including Master Minimum Equipment Lists, training programs, maintenance programs or other related items, and coordination on all initial issuances of transport category or general aviation aircraft flight manuals, and changes or supplements to their limitations or procedures section.

e. Special Relations.

(1) Flight Inspection/Aircraft Management.

(a) The Aviation Standards National Field Office (AVN) is responsible for conducting flight inspection operations, flight procedures development (except regional foreign procedures programs), and assigned line maintenance functions.

(b) The Aviation Standards National Field Office (see chapter 18) is responsible for managing the flight inspection portion of the aircraft rental program.

(c) The regions are responsible for negotiating flight inspection agreements with non-FAA organizations, except foreign governments or international organizations.

(d) Regional requirements for flight procedures development services are processed through the regional Flight Procedures Branch which, in turn, coordinates with appropriate FIFD for timely accomplishment of requested services.

(e) The Aviation Standards National Field Office provides line maintenance for those regional evaluation, currency, and transportation (ECT) aircraft located or operating in the areas served by the AVN maintenance organizations. Regions not having aircraft colocated with maintenance organizations are authorized to obtain day-to-day line maintenance on a contract basis with drop-in maintenance provided by AVN. The field office provides major maintenance of regional ECT aircraft and flight inspection aircraft.

(2) Regional Programs. The Flight Standards Division participates with other regional divisions in the development of regional programs, guidelines, standards, and procedures in which the Flight Standards Division has an assigned interest or needed technical skills. The Flight Standards Division shall keep the regional administrator informed of all significant operational and/or political issues within its purview.

(3) Directorate Program. The Aircraft Evaluation Group or equivalent organizational element through its Flight Standards Division participates with the Aircraft Directorate within their region (where applicable) in the development of programs, guidelines, standards, and procedures in which the Flight Standards Division has assigned interest, responsibility, or expertise.

(4) Enforcement. The Flight Standards Division establishes the Flight Standards position with respect to legal enforcement action in the general aviation, air carrier (including FAR 135), and aircraft certification (enforcement reports submitted by regional Flight Standards Division personnel) programs and provides technical analysis and assistance to the Assistant Chief Counsel, including participating in hearing proceedings. The Assistant Chief Counsel conducts the legal processing of violation reports submitted in these programs and consults with the Flight Standards Division as to the sanction to be imposed in each case, with differences being resolved by the Chief Counsel upon consultation with the Associate Administrator for Regulation and Certification.

(5) Accident Investigation. The Flight Standards Division, acting for the Associate Administrator for Regulation and Certification, normally assigns FAA coordinators. However, for selected major accidents and incidents, the Office of Accident Investigation assumes responsibility for the investigation and designates the FAA coordinator and, as appropriate, a team of technical specialists to conduct the investigation with regional support and assistance as necessary.

f. Subordinate Organizations. Reserved.

251. AVIATION MEDICAL DIVISION.

a. Mission. The Aviation Medical Division manages and directs the regional aviation medical programs under the executive direction of the Federal Air Surgeon. Administers and directs the airman medical certification, occupational health, and Aviation Medical Examiner (AME) programs throughout the region. Investigates and evaluates the human factors aspects of civil aircraft accidents, and conducts and participates in educational programs for airmen and agency employees.

b. Structure. No formal structure is prescribed.

c. Functions. The Aviation Medical Division:

(1) Plans and administers a medical certification program for airmen, including professional review and adjudication of cases involving medical pathology and other problems requiring resolution at the regional level.

(2) Establishes and administers an occupational health program for regional employees. Supervises and directs the operation of the regional program to determine the medical qualification and clearance of air traffic control specialists for work duty.

(3) Administers the regional designated Aviation Medical Examiner program, including the selection, designation, redesignation, and removal of designation, and participates in the conduct of aviation medicine seminars for the training of AME's.

(4) Directs, coordinates, and participates in the program of human factors evaluation in aircraft accident investigation for those accidents occurring within the region (or elsewhere, upon request of higher authority).

(5) Provides medical services through the flight surgeon to agency field employees who are within commuting distance of the medical clinic in an air route traffic control center (ARTCC).

(6) Provides professional advice and guidance to the regional administrator on all aviation medicine matters and arranges for the provision of such advice and guidance to other officials throughout the region.

(7) Manages the Substance Abuse Program within the region as it pertains to the agency's periodic medical, pre-examination and aviation-industry Drug Abatement Program.

(8) Periodically makes visits to field offices and facilities to advise and assist on medical matters.

(9) Supports selected aviation medicine research and medical standards validation efforts as requested by the Office of Aviation Medicine.

(10) Participates in aviation education programs arranged for airmen and agency employees.

(11) Exercises line authority over the medical clinics.

d. Special Delegations. Reserved.

e. Special Relations. The Aviation Medical Division shall keep the regional administrator informed of all significant operational and/or political issues within its purview.

f. Subordinate Organization. The subordinate organization of the basic Aviation Medical Division (except for the Alaskan Region which is exempt) and its functions are:

(1) Medical Clinic, ARTCC.

(a) The flight surgeon shall perform all of the functions assigned to the Aviation Medical Division except those formally restricted or reserved to the regional flight surgeon.

(b) The medical program responsibilities delegated to the flight surgeon shall include:

1 Occupational health (including the preservation of employee health through the recognition, evaluation, and control of environmental health hazards).

2 Airman medical certification.

3 Designated Aviation Medical Examiner system.

4 Medical investigation of aircraft accidents.

5 Airman and employee medical education.

6 Manages the Substance Abuse Program in the ARTCC and facilities designated by the Regional Flight Surgeon.

(2) Reserved.

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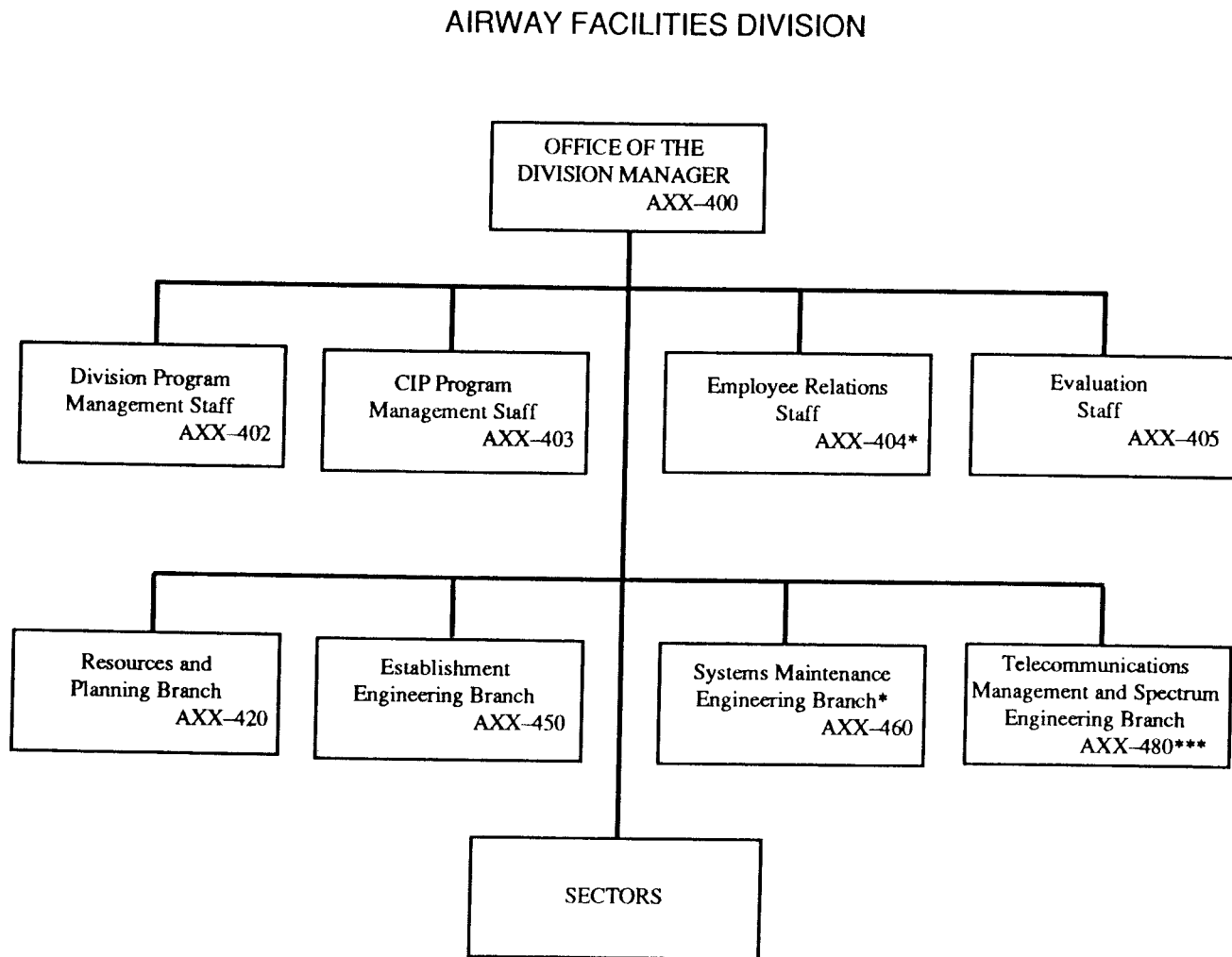
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1100.5C CHG 25

STANDARD AIRWAY FACILITIES DIVISION

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FIGURE 2-14. STANDARD AIRWAY FACILITIES DIVISION ORGANIZATION

252. AIRWAY FACILITIES DIVISION.

a. Mission. The Airway Facilities Division implements the region's airway facilities expansion and modernization program and maintains the National Airspace System facilities. This division is under the executive direction of the Associate Administrator for Airway Facilities.

* b. Structure. The organizational structure of the standard regional airway facilities division is shown in Figure 2-14. *

c. Functions. The Airway Facilities Division:

* (1) Implements national policies, procedures, and practices applying to facilities in the NAS, and established regional procedures and practices.

(2) Directs, manages, and administers the regional AF maintenance program.

(3) Directs, manages, and administers the regional facilities and equipment (F&E) expansion and modernization program. *

(4) Exercises line authority over the airway facilities sector offices.

* (5) Directs, manages, and administers the operational and administrative telecommunications program for the region. *

(6) Directs, manages, and administers all spectrum engineering programs for the region.

(7) Manages the regional non-Federal facilities program.

(8) Manages the AF certification program.

(9) Conducts evaluations to determine assigned program effectiveness and directs follow-up actions to correct deficiencies.

* d. Special Delegations. The Associate Administrator for Airway Facilities is authorized to approve the branch and staff functional statements for the regional Airway Facilities Division. *

e. Special Relations. The regional Airway Facilities Division shall keep the Regional Administrator informed of all significant operational and/or political issues that are within purview of the Regional Administrator.

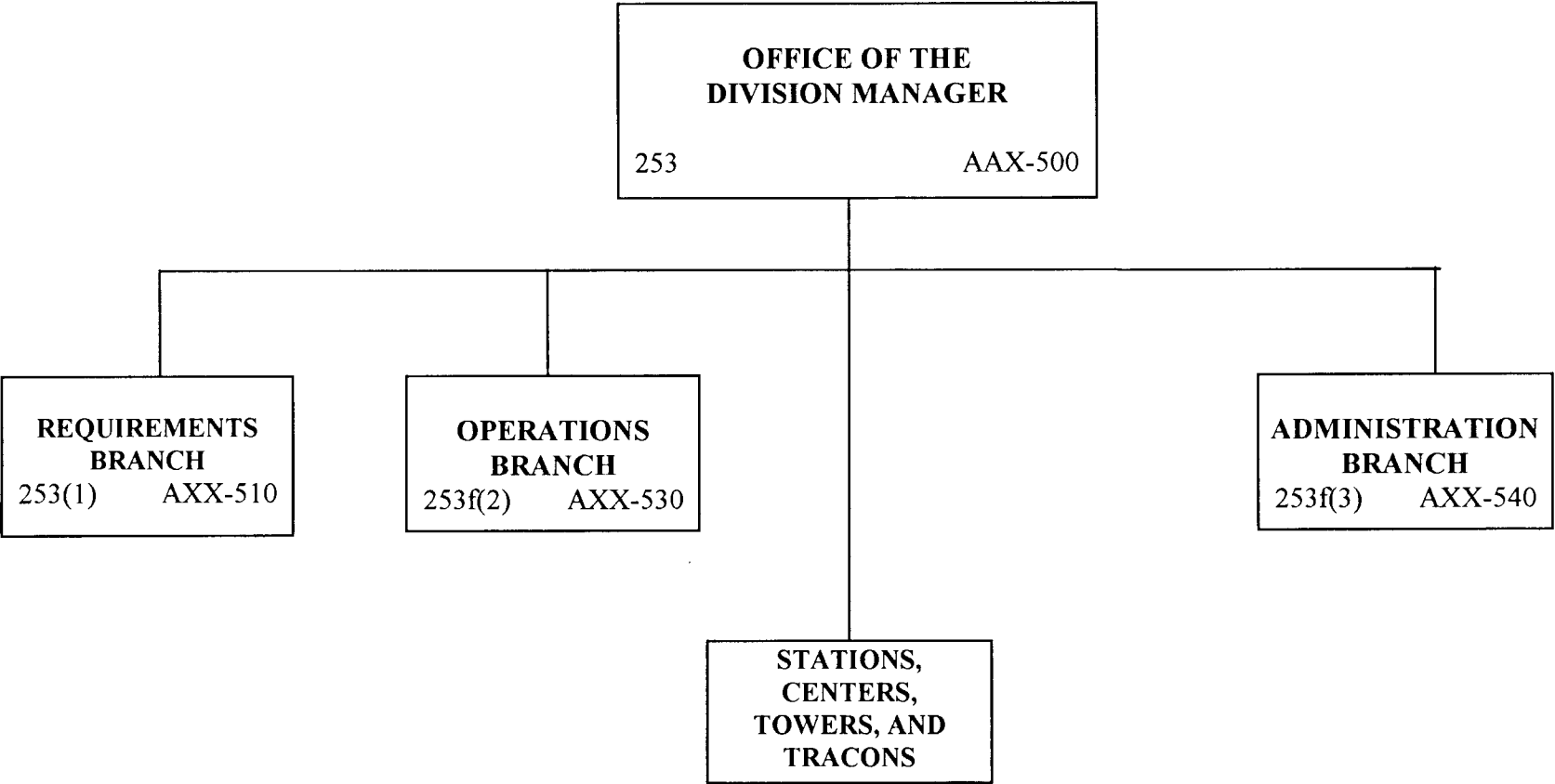
* f. Subordinate Organizations. Figure 2-14 contains the prescribed organizational structure for the Airway Facilities Division. The Systems Maintenance Service will prepare and issue regional mission and functional statements for the Airway Facilities organizational complex. *

8/27/96

1100.5C CHG 30

STANDARD AIR TRAFFIC DIVISION

AIR TRAFFIC DIVISION



253. AIR TRAFFIC DIVISION.

a. Mission. The Air Traffic Division provides for the management of civil and military air traffic operating within the airspace and flight areas of facilities located in the geographical confines of the region, establishes regional procedures supplementing national procedures, and operates within the region an air navigation and communications system. This division is under * the executive direction of the Director, Air Traffic Service.

b. Structure. The organizational structure of the standard regional air traffic division is shown in Figure 2-15.

c. Functions. The Air Traffic Division:

* (1) Exercises line authority over the air traffic field offices, facilities and communications systems in the region.

(2) Evaluates Air Traffic control standards, criteria, procedures, policies, and the effectiveness of air traffic services provided within the region. *

(3) Withdrawn - CHG - 13.

* (4) Serves as the lead office for development and coordination of the region's long-range program plans to establish/discontinue/relocate air traffic services and air navigation facilities except for terminal NAVAIDS.

(5) Manages and directs all regional air traffic operational automation activities and ensures national automation policies are implemented, developing, as necessary, regional policies, procedures, and practices applicable to system operation, control, and performance.

(6) Allocates staffing and other resources provided for air traffic services.

(7) Assures implementation of national policies, procedures, and practices applying to air traffic services provided to civil and military aircraft.

(8) Provides for efficient allocation and utilization of the navigable airspace within geographical confines.

(9) Maintains liaison with military administrators and provides assistance in securing compatibility of civil and military aviation operations. *

* (10) Oversees the Executive Management Committee which assists the air traffic division manager in providing guidance, vision, and strategic planning. The committee is comprised of designated managers representing each option (center, tower, and station) and may include the regional branch managers. The committee:

(a) Participates in the decisionmaking process at the division level for issues affecting field facilities.

(b) Communicates with the field facilities they represent so that all managers have an opportunity for input. *

d. Special Delegations. Authority is delegated to the regional Air Traffic Division Manager:

(1) Without power of redelegation, to issue regulations for those matters relating to terminal airspace within the United States, so described in Subsection 71.65 of Subpart E, and Subparts F and G of Part 71. This authority may include those matters relating to Federal airways or additional control areas within the United States, described in Subparts B, C, and I and Subsection 71.163 of Subpart E of Part 71, if they are ancillary to the terminal airspace matter.

(2) With power of redelegation, to grant or deny waivers or authorizations, as appropriate, of Parts 91 (except for purposes of authorizing conduct of aerial demonstrations or air races), 93, 99, 101, and 105 (Sections 105.19 and 105.21).

(3) To approve changes to branch functional statements.

e. Subordinate Organization.

* (1) The Requirements Branch is responsible for providing support relating to air traffic control operational automation systems, NAS Plan implementation, telecommunications services, and the development of plans to establish, improve, relocate, and discontinue air traffic facilities. Manages regional air traffic automation functions, and provides guidelines and technical assistance in the implementation of automated programs and procedures and the establishment of new plans. The branch: *

(a) Prepares information and operational requirements as needed to initiate procurement of telecommunications services. Periodically reviews leased services and recommends additions or deletions as appropriate.

* (b) Develops regional plans for the provision of telecommunications services for operation of the air traffic system.

(c) Plans for the provision of necessary equipment to assure satisfaction of the region-wide requirements for air traffic telecommunications and compliance with national standards and policies.

(d) Develops and recommends plans for the provision of air traffic services, facilities, and air navigation aids (except for terminal NAVAIDS). Within the broad framework of national policies and standards, the branch:

1. Analyzes system and program requirements for air traffic services, facilities, and air navigation aids.

2. Develops long-range plans, recommends priorities, and assists in planning for location of air traffic facilities and air navigation aids.

3. Collects, compiles, analyzes and/or develops statistical data needed to forecast trends in air traffic which affect establishment or disestablishment of facilities and equipment within the region.

4. Provides general guidelines for determining planning requirements; recommends discontinuance of services, equipment, and/or relocation of air navigation aids based on changing requirements.

5. Identifies, reviews, and analyzes equipment requirements and deficiencies; develops regional plan; recommends provision of new programs with region-wide requirements; and indicates priorities in terms of overall regional need.

(e) Accomplishes both immediate and long-range equipment planning for all air traffic facilities and navigational aids and programs for their completion within budgetary procedures; and provides air traffic inputs during installation and implementation of projects after receipt of project assignments.

(f) Develops and coordinates regional program plans with regard to part-timing/establishment/discontinuance/relocation/continuation of FAA facilities in consonance with national policy based upon technical input and cost estimates. *

(g) Manages the air traffic division automation functions providing direction as necessary to ensure adherence of national and regional policies. Serves as the communications link between Washington Air Traffic Operations Program and ATC field facilities.

(h) Serves as the focal point for all air traffic control automation activities in the region and coordinates with all interested organizational elements, e.g., Airway Facilities automation elements on matters of concern. Provides ATC automation advice and assistance to other branches and divisions.

(i) Monitors system performance of all automated facilities in accordance with national policy and ensures corrective action is taken as necessary to correct problems and improve performance.

* (j) Develops guidance and procedures within national policies to ensure configuration control of operational software, compliance with national orders, adequate testing, and satisfactory maintenance of system operations. *

(k) Manages regional/facility software activities required for Facilities and Equipment automation projects, including training, test plan development, and system shakedown activities. This requires input into the operational equipment layout, site preparation, and installation planning.

(l) Ensures adequate staff work has been completed on all proposed automation software changes originating within the region and validates automation requirements.

* (m) Provides technical assistance to the Airway Facilities Operational Support Program (AFOSP) when required to support NAS ATC operational programs and objectives. *

(n) Ensures automated facilities are prepared for national system deliveries and that facility testing is adequate and program bring-up is timely.

(o) Assists facilities in the identification, investigation, and documentation of air traffic control automation problems, ensuring proper priorities are assigned to problems. Develops near-term solutions within national policies and recommends long-term national solutions to these problems.

(p) Processes NAS change proposals (NCPs) in accordance with national directives. This includes approval/denial authority for the development, testing, and implementation of NCPs that are local in scope.

* (q) Serves as the principal division contact for contracts, i.e., contract weather, contract training, and contract tower activity. Handles the administration of the contract services program even though some contracts are negotiated by other branches.

(r) Reviews complaints from within and outside the agency regarding unsatisfactory conditions.

(2) The Operations Branch is responsible for providing direction and management or the flow of air traffic, developing rules and regulations governing allocation and use of the navigable airspace, determining the effect on airspace of proposed/existing structures, and for evaluating airport placement/configuration. The branch:

(a) Provides direction and control, as necessary, over the flow of air traffic to minimize the effect of air traffic delays on the user and the system and to achieve optimum use of the navigable airspace. Where delays occur, manage, organize, and balance delays equitably.

(b) Develops regional recommendations for issuance of Notices of Proposed Rule-making (NPRM) and final rules, when necessary, to designate terminal airspace.

(c) Develops regional recommendations for issuance of Notices of Proposed Rule-making (NPRM) and final rules, when necessary, to operational procedures.

(d) Develops and recommends regional policy and issues procedures for the initiation, analysis and administrative disposition of requests for allocation of airspace associated with airways, routes and airports.

(e) Develops and recommends regional policy and formulates regional position on efficient airspace utilization related to the establishment or alteration of civil and military airports. Develops and recommends policy and standards for the conduct of aeronautical studies on the use of airspace associated with civil and military airports, including such studies relating to requests for new or modified airports, and circulates Notices of Proposed Construction, Alteration or Deactivation of Airports and, as appropriate, prepares regional recommendations on airport determination cases referred to the regional administrator or Washington headquarters.

(f) Evaluates comments from other regional divisions concerning aeronautical studies of proposed/existing structures; and makes, issues, and publishes determination of whether proposed/existing structures are or would be a hazard to air navigation. *

* (g) Maintains appropriate documentation of data relating to regulatory airspace. Analyzes current airspace problems through the media of cartographic and pictorial displays or by on-set evaluations.

(h) Determines the need for informal hearings on matters concerning the allocation and utilization of airspace, special use airspace, and proposed construction of objects. Chairs special use airspace review team. In connection with prohibited areas, restricted areas, alert areas, warning and military operations areas, reviews all proposals to determine whether any conflicts exist with airways, VFR routes, or requirements of operational offices concerned at the regional level; participates in informal airspace meetings; and recommends course of action.

(i) Provides technical advice to field facilities, other regional offices, other government agencies, and industry regarding air traffic procedures, rules and regulations.

(j) Serves as the focal point within the division for reviewing and evaluating user requirements concerning airspace and regulatory matters, and for the coordination of such items with the appropriate offices, both within and outside the agency.

(k) Serves as focal point within the division for support of national law enforcement/drug interdiction activities.

(l) Effects inter/intra-regional coordination on proposals concerning terminal and En route airspace; processes rule-making actions; coordinates charting; and makes recommendations to Washington on 49 U.S.C. 40120(b).

(m) Prepares final determination on controlled firing area cases.

(n) Determines the effects of outdoor laser demonstrations on the safe and efficient utilization of navigable airspace.

(o) Functions as the focal point on HUB issues and participates in the review of operational errors/deviations for all field facilities. Provides guidance to field facilities on handling accidents and incidents.

(p) Serves as division focal point for tracking and following up on the National Transportation Safety Board (NTSB), System Safety and Efficiency Review, and other recommendations made to improve the air traffic system in the region. Administers the regional in-flight assessment program through the agency's rental and jumpseat authority; and provides representation to NTSB officials when requested in accident/incident cases. *

* (q) Serves as the focal point within the division for Freedom of Information Act.

(r) Provides assistance for fly-ins, air shows, and aerial demonstrations.

(3) The Administration Branch is responsible for oversight and standard application of administrative issues in field facilities. The branch is the focal point for all special programs, e.g., employee participation groups, employee surveys, and random drug testing. The branch is also responsible for reviewing, analyzing, and developing the regional training plan, serving as the division contact for contracts, tracking division resources and managing the division acquisition programs and the administrative Automatic Data Processing (ADP) Program (Management Information Systems). The branch:

(a) Provides guidance to field facilities for the implementation of national and regional policies, programs, standards, and procedures pertaining to air traffic services.

(b) Directs and manages the periodic updating of field facility contingency plans to ensure facility operating hours are consistent with user requirements.

(c) Provides guidance to field facilities on technical appraisals and administers the air traffic controller certification and rating programs, including those at non-federal air traffic control tower locations.

(d) Interacts closely with the region's Human Resource Management Division and participates in hiring, internal placement, and promotion activities. This function varies from placement, merit promotions, security reviews, assessment, National Review Board (NRB), and performance appraisals.

(e) Administers the field diversity goals through continuous review of personnel actions such as promotions, details, selections, etc. Ensures that facility managers maintain a clear understanding of and are properly applying agency policies regarding this program.

(f) Allocates all fiscal resources and identifies budget requirements for inclusion into the operations appropriation. This includes, but is not limited to, changes to staffing requirements, training, operations, overtime, travel, permanent change-of-station benefits, and increases in administrative support functions.

(g) Oversees the application of all bargaining unit contacts and serves as the division focal for labor management relations.

*

- * (h) Reviews and analyzes training requirements, consolidates requirements, and develops the regional training plan. Establishes priority of need for a regional program and recommends establishment of new national training programs to meet training requirements. Identifies the need for air traffic technical programs, recommends specific training courses and programs and monitors the effectiveness of the programs. Manages regional air traffic training resources, including regional allocations for technical and other training.
- (i) Provides guidance to the air traffic division in implementation of national and regional policies, programs and standards pertaining to the provision of the air traffic services, insofar as these items are affected by the budgetary process.
- (j) Develops and tracks regional air traffic operations budget programs.
- (k) Provides staff support for top air traffic management by identifying, collecting and consolidating management information as required.
- (l) Serves as the focal point within the division for statistical data in reference to activity surveys of airports to determine locations which qualify for FAA air traffic services.
- (m) Identifies trends in air traffic activity which affect operational planning requirements and facility classification within the region and makes recommendations in the planning process to accommodate the projected changes.
- (n) Tracks and monitors division use of resources such as positions, personnel, travel, overtime, permanent change-of-station (PCS), procurement requests for equipment and supplies, etc.
- (o) Manages the regional administrative acquisition program, including System Acquisition Management (SAM).
- (p) Serves as the principal division contact with Accounting, Budget, Logistics, Management Systems, and Human Resource Management Divisions.
- (q) Manages and tracks the division's goals and objectives program.
- (r) Administers the MATES program, College Training Initiative program and Special Emphasis training programs (e.g., Predevelopmental and Cooperative Education). *

* (s) Reviews and analyzes staffing, training, and other resource requirements received from Air Traffic field facilities and coordinates these with the Operations Branch. Develops and recommends budget requirements for the operation of Air Traffic facilities giving consideration to the recommendations of the other branches of the division, and in particular, the Operations Branch.

(t) Administers the division Information Resource Management (IRM) program, which includes ADP system development and application; and provides computerized methods for office automation information systems.

(u) Serves as the principal division contact for Office of Management and Budget (OMB) Circular A-76 activities.

(v) Provides personnel management guidance to Air Traffic facilities.

(w) Participates in the inter/intra divisional budget review board presentations of the operations budget.

(x) Administers the Incentive Awards Program and the Employee Suggestion Program.

(y) Serves as the principal division contact for Office of Management and Budget (OMB) Circular A-123 activities.

(z) Serves as the focal point within the division for statistical data; and forecasts trends in air traffic which affect operations, planning, and program requirements within the region. *

254. AIRPORTS DIVISION WITH AIRPORTS DISTRICT OFFICES.

- a. Mission. The Airports Division administers FAA's Airports program in the region under the executive direction of the Associate Administrator for Airports
- b. Structure. No organizational structure is prescribed.
- c. Functions. Within the region's geographical boundaries, the Airports Division:
 - (1) Develops airport system requirements to be included in the National Plan of Integrated Airport Systems.
 - (2) Coordinates airport planning considerations within the region both with public and private entities.
 - (3) Conducts regional airports programs to assure that airport development proposals include due consideration to environmental quality and promotes airport noise compatibility planning and energy conservation to the maximum feasible extent, consistent with statutory requirements and other essential considerations of national policy.
 - (4) Assures the application of Federal standards to the planning, design, construction, and maintenance of airports.
 - (5) Administers the airport grants program
 - (6) Administers the land acquisition and relocation assistance programs.
 - (7) Recommends conveyance of public property for airport purposes
 - (8) Administers the Airport Certification Program and provides continuing surveillance of certificated airports to ensure safe airport operations
 - (9) Assures sponsor compliance with terms of Federal agreements entered into as a condition of receiving Federal aid.
 - (10) Directs data collection for the National Plan of Integrated Airport Systems and for other uses.
 - (11) Provides technical assistance and training to foreign nations on airport safety, planning, and development as directed
 - (12) Reviews landing area proposals from an airports viewpoint, forwards comments to the Air Traffic, Flight Standards, and Airway Facilities offices for further processing, prepares FAA determinations, and notifies proponent (FAR Part 157); analyzes FAR Part 77 submittals on obligated airports and provides input to the Air Traffic Division in obstruction evaluation cases (FAR Part 77).
 - (13) Provides airport advisory services to the public, State and local officials, and members of the aviation community.
 - (14) Provides for a continuing system of evaluation to measure the effectiveness of all regional airports program activities; and conducts special studies

(15) Exercises lines authority over the Airports District Offices (ADO).

(16) Administers the airport noise compatibility program under FAR Part 150 within delegated authority.

(17) Reviews airport use restriction proposals for consistency with law and regulation, national policy, and Federal grant agreement obligations.

d. Special Delegations. Regional Airports Division Managers are delegated authority to:

(1) Take any action with respect to their functions and assigned responsibilities subject only to the limits as specified in paragraph 222.

* (2) Administer the Airport Certification Program, to include approving FAA Form 5280-2, Airport Operating Certificate, issuing amendments to airport certification manuals or airport certification specifications, and signing exemptions to FAR Part 139. This authority may not be redelegated. *

(3) Find noise exposure maps in compliance with Federal Aviation Regulations Part 150; to conduct preliminary reviews of noise compatibility programs and determine that the programs conform to the requirements of Part 150; and issue all Part 150 program notices in the Federal Register.

e. Special Relations. All politically sensitive issues shall be coordinated with the assistant chief counsel, the public affairs officer, and the regional administrator for preparation of responses. The Airports Division shall keep the regional administrator informed of all significant operational and/or political issues within its purview.

f. Subordinate Organizations.

(1) Airports District Office. This office shall be staffed with sufficient skills to perform airports services and activities. The office is an extension of the Airports Division and performs the following functions:

(a) Provides, for the geographic coverage of the district, principal support to the Airports Division Manager in administering the FAA's airports program. Acts as the primary point of public contact with FAA on airport matters.

(b) Develops airport system requirements for the geographic coverage of the district and approves locations and airport development for inclusion in the National Plan of Integrated Airport Systems. Coordinates with other regional FAA elements as necessary.

(c) Coordinates FAA activities in airport planning and development with other agencies such as DOD, HUD, FHWA, DOT, and with State and local authorities.

(d) Maintains liaison with Federal, State, and local planning bodies on airport planning and programming matters on a case-by-case basis related to specific locations or jurisdictions.

(e) Administers, for the geographic coverage of the district office and within authority delegated to the district office, planning and development grants under the airport grant programs:

1. In administering planning grants, provides technical assistance to planning agencies for State, metropolitan, and regional system planning, and public agencies for master planning. Within national programming criteria, recommends to the region action on master and system planning grant applications for allocation of funds. Applies special conditions to planning grant agreements and issues grant offer. Monitors sponsor progress in conduct of study. Within delegation of authority, approves project changes and amendments to planning grants.

2. In administering development grants, reviews requests for aid, assists in sponsor development of requests, applies national programming priorities, and recommends regional action on requests for allocation of funds. Issues allocation or notifies sponsor of decision to deny allocation, if applicable. Reviews and approves sponsor's documentation required in project application. Applies special conditions to grant agreements. Within delegation of authority, approves program changes. Approves grant offers and recommends action on requests for grant agreements.

3. Collects and develops data to be included in multi-year capital improvement programs.

(f) Advises airport sponsors on environmental requirements for proposed Federal airport actions and provides for appropriate environmental consideration and documentation of actions within the purview of the ADO. Prepares, processes, approves, and distributes environmental documents and manages contract efforts in accordance with delegations of authority from the regional office. Maintains liaison with and advises sponsor on environmental information needs and on approval or disapproval of environmental documents. Assures appropriate follow-up of mitigation commitments.

(g) Advises sponsors on and participates in airport noise compatibility planning studies. Evaluates plans and actions submitted for agency review and/or approval within delegations of authority from the regional office.

(h) Provides guidance to communities, sponsors, and consultants on airport planning considerations such as site evaluation, capacity/demand, airport layout, zoning, ground access, noise, environment, energy conservation, and compatible land use.

(i) Assures the application of FAA airport planning, design, construction, and maintenance standards by airport sponsors in conducting federally assisted airport development. Provides airport engineering advisory services to the public. Approves deviations from standards that are dictated by local conditions except those classes of deviation specifically reserved by the region or FAA headquarters for approval. Approves airport site locations and airport layout plans.

(j) Provides airports input to obstruction evaluations for identification of the effects of objects on navigable airspace and concerning structures which may have an impact on airport imaginary surfaces or which are located on airports.

(k) Recommends designation of instrument runways to Airports Division.

(l) Administers, for the geographic coverage of the district, the land acquisition and relocation assistance program within delegations of authority from the regional office.

(m) Maintains district program progress reporting systems for all airport development and airport planning grant-in-aid programs under its jurisdiction.

(n) Approves, within delegated authority, method of grant payment and individual grant payment or recommends action to region on payments.

(o) Assures sponsor compliance with terms of agreements entered into as a condition of receiving Federal assistance. Recommends to Airports Division action on release or modification of special conditions.

(p) Recommends to Airports Division inclusion of donations in airport projects involving Federal assistance and recommends the extent of Federal participation based on value of donations.

(q) Approves for FAA recommendations to owning or controlling agencies to convey surplus or other Federal property to public airport sponsors for airport purposes, as provided by statute.

(r) Determines reasonableness of conditions or standards established by airport owners as a prerequisite for the right to conduct aeronautical activities. Recommends formal objection to region when conditions or standards are not considered reasonable.

(s) Takes action on requests to dispose of structures and related personal property obligated by surplus property instruments and not needed for airport purposes. Determines acceptable levels of maintenance for airport facilities and grants release from maintenance obligations on properties and facilities no longer required for airport purposes.

(t) Reviews all airport development proposals to determine effect on existing and adjacent facilities and for consistency with airport planning, design, and obstruction criteria; provides comments to Air Traffic, Flight Standards, and Airway Facilities offices, as appropriate; assumes responsibility for the completion of studies of airport development proposals; and advises airport owner of agency determination.

(u) Assures compliance with the accessibility provisions of regulation 49 CFR Part 27, Nondiscrimination Against the Handicapped at Federally-Assisted Facilities and Programs.

(v) Conducts interim and final construction inspections. Approves construction change orders. Conducts pavement evaluations.

(w) Approves sponsor construction contract actions, negotiated contracts, and force account construction.

(x) Participates, as assigned, in international airports assistance projects and in training of foreign nationals.

(y) Administers, for the geographic coverage of the district office and within the authority delegated to the district office, the Airport Certification Program and provides continuing surveillance of certificated airports to ensure safe operations. Recommends to Airports Division action on approving FAA Form 5280-2, Airport Operating Certificate, and FAA Form 2150-5, Enforcement Investigative Report.

254-1. AIRPORTS DIVISION WITHOUT AIRPORTS DISTRICT OFFICES.

a. Mission. The Airports Divisions administers FAA's Airports program in the region under the executive direction of the Associate Administrator for Airports.

b. Structure. No organizational structure is prescribed.

c. Functions. The Airports District Office functions listed in paragraph 254f(1) are performed by the Airports Division. Within the region's geographical boundaries, the Airports Division:

(1) Develops airport system requirements to be included in the National Plan of Integrated Airport Systems.

(2) Coordinates airport planning considerations within the region both with public and private entities

(3) Conducts regional airports programs to assure that airport development proposals include due consideration to environmental quality and promotes airport noise compatibility planning and energy conservation to the maximum feasible extent, consistent with statutory requirements and other essential considerations of national policy

(4) Assures the application of Federal standards to the planning, design, construction, and maintenance of airports

(5) Administers the airport grants program.

(6) Administers the land acquisition and relocation assistance programs.

(7) Recommends conveyance of public property for airport purposes.

(8) Administers the Airport Certification Program and provides continuing surveillance of certificated airports to ensure safety airport operations.

(9) Assures sponsor compliance with terms of Federal agreements entered into as a condition of receiving Federal aid.

(10) Directs the airport safety data inspection program for the National Flight Data System, the National Plan of Integrated Airport Systems, and for other uses.

(11) Provides assistance to foreign nations on airport development projects and training of foreign nationals.

(12) Reviews landing area proposals from an airports viewpoint; forwards comments to the Air Traffic, Flight Standards, and Airway Facilities offices for further processing; prepares FAA determinations and notifies proponent (FAR Part 157); analyzes FAR Part 77 submittals on obligated airports and provides input to the Air Traffic Division in obstruction evaluation cases (FAR Part 77).

(13) Provides airport advisory services to the public, State and local officials, and members of the aviation community.

(14) Provides for a continuing system of evaluation to measure the effectiveness of all regional airports program activities; and conducts special studies.

(15) Administers the airport noise compatibility program under FAR Part 150 within delegated authority.

(16) Reviews airport use restriction proposals for consistency with law and regulation, national policy, and federal grant agreement obligations.

d. Special Delegations. Regional Airports Division Manages are delegated authority to:

(1) Take any action with respect to their functions and assigned responsibilities subject only to the limits as specified in paragraph 222.

* (2) Administer the Airport Certification Program, to include approving FAA Form 5280-2, Airport Operating Certificate, issuing amendments to airport certification manuals or airport certification specifications, and signing exemptions to FAR Part 139. This authority may not be redelegated. *

(3) Find noise exposure maps in compliance with Federal Aviation Regulations Part 150, and conduct preliminary reviews of noise compatibility programs and determine that the programs conform to the requirements of Part 150; and issue all Part 150 program notices in the Federal Register.

e. Special Relations. All politically sensitive issues shall be coordinate with the assistant chief counsel, the public affairs officer, and the regional administrator for preparation of responses. The Airports Division shall keep the regional administrator informed of all significant operational and/or political issues within its purview.

f. Subordinate Organizations. Reserved.

255. CIVIL AVIATION SECURITY DIVISION.

a. Mission. The Civil Aviation Security Division to conduct, manage, and direct the regional safety programs designed to assure safe air transportation of hazardous materials; to prevent hijacking, sabotage, and other criminal and terrorists acts against U.S. air carrier aircraft, certain public aircraft, foreign air carrier aircraft operating to and from the United States, and certain other aircraft; to assist law enforcement in the interdiction of the importation of dangerous drugs and narcotics via aircraft; to enhance air cargo security and general aviation security; to provide industry with timely information concerning threats against air commerce; to provide atmospheric and radiological contamination response; to safeguard FAA and national security interests through effective personnel, information, physical, industrial, communications, and automated information systems security; to conduct investigations in support of FAA's basic mission; and to assure the highest possible standards of integrity and ethical conduct of FAA employees and representatives. This division is under the executive direction of the Director of Civil Aviation Security.

b. Structure. No organizational structure is prescribed.

c. Functions. The Civil Aviation Security Division:

(1) Conducts, manages, directs, and assures compliance with those agency safety programs for the prevention of criminal acts against air transportation as prescribed in the Federal Aviation Act, as amended by the Air Transportation Security Act of 1974, the International Security and Development Cooperation Act of 1985, and applicable Federal Aviation Regulations.

(2) Manages and directs actions for safeguarding FAA and the national security, including providing information and assistance to the Washington headquarters Aviation Security Command Center during hijack situations and other acts affecting air transportation security.

(3) Conducts investigations in support of the agency's basic mission and assures the integrity of FAA employees and representatives.

(4) Develops regional procedures implementing national policy, standards, and guidelines concerning investigations and the prevention of criminal acts against air transportation and assures the highest possible standards of integrity and ethical conduct of FAA employees and representatives.

(5) Establishes and maintains, within the region, a continuing program of liaison and close working relationships with appropriate Federal, State, and municipal law enforcement, investigative and security agencies, industry-related associations, air carriers, airport authorities, and other elements within FAA.

(6) Establishes and maintains principal contact with air carriers and airport officials concerning security activities; monitors foreign air carriers' implementation of their security programs to ensure adherence to security program requirements.

(7) Ensures immediate notification to the local office of the United States Secret Service of any threat against the President of the United States or any other person protected by the provisions of Title 18, U.S. Code, Section 3056. (See paragraphs 7a(1) and 7b of Order 1600.33, Guidelines for Reporting Threats Against Presidents, Government Officials, Visiting Dignitaries.)

(8) Conducts the automated information systems security program and collects information in response to established agency policies, standards, requirements, and procedures; reports priority matters to appropriate officials; and prepares formal reports, special studies, and summaries for submission to the FAA headquarters.

(9) Coordinates regional participation in national efforts to combat organized crime and illegal operations of U.S.-registered aircraft and airmen.

(10) Initiates, in coordination with the regional public affairs officer, comprehensive publicity at airports in the region for the purpose of informing the public of actions being taken to prevent or deter criminal acts. Works with the public affairs officer to publicize the apprehension and punishment of individuals who have been involved in criminal acts against air transportation.

(11) Maintains a designated number of special agents trained as Federal Air Marshals for performance of in-flight security duties on designated air carrier high risk routes and assures regional onsite training essential to maintenance of their proficiency in firearms and physical fitness.

(12) Manages and directs all regional atmospheric and radiological incidents and hazardous materials activities relating to air transportation.

(13) Develops, in coordination with the Civil Aviation Security Division, ACS-100, regional standards, procedures, guidelines, and schedules essential to the accomplishment of foreign airport assessments and provides special agent resources for the conduct of such assessments.

(14) Provides special agents for participation in the Civil Aviation Security National Airport Inspection Program and the National Aviation Safety Inspection Program involving the indepth inspection of air carrier programs pertaining to the air transportation of hazardous materials.

(15) Implements the Civil Aviation Security Information System (CASIS).

(16) Provides the point of contact for all FAA law enforcement liaison in the field relating to interdiction of illegal drugs and narcotics into the United States.

(17) Maintains the security suitability of the FAA work force through review of applications for employment with FAA and review and action, if necessary, upon the resultant investigations (full-field investigations, national agency checks with written inquiries, etc.); grants security clearances; and conducts investigations, as required, involving applicants or employees.

(18) Ensures the physical security of FAA facilities through surveys and inspections and implementation of an effective identification media program. Items inspected are funds, controlled substances, property, computer facilities, firearms control, and access control. Relative criticality and vulnerability as they relate to continuity of operations of the facility are established during the surveys. Every problem or potential problem area is addressed and resolved in a satisfactory manner.

(19) Oversees the Industrial Security Program ensuring that all security requirements are met when contracts are written and contractual employees are hired.

(20) Exercises primary responsibility for control of classified materials including communications security (COMSEC), its handling and storage in order to safeguard employee, FAA, and national security interests.

(21) Serves as principal security advisor to regional administrator on matters of internal security.

d. Special Delegations. Authority to receive evidence, examine witnesses, and administer, but not compel, oaths or affirmations at any place within the jurisdiction of the United States in connection with investigations ordered for the purpose of carrying out functions specified in this paragraph is hereby delegated to each FAA employee who possesses a valid credential identifying the employee as a special agent. These individuals are authorized to exercise this authority only in accordance with applicable policies established or approved by the Administrator.

e. Special Relations. The Civil Aviation Security Division:

(1) Keeps the regional administrator informed of all significant operational and/or political issues within its purview.

(2) Has joint responsibility with the Flight Standards Division to ensure air carrier crewmembers are initially trained and currently qualified to conclude a hijacking situation successfully .

(3) Assists Departmental Cargo Security Coordinators, Department of Transportation, to achieve a significant reduction in theft-related losses of air cargo.

(4) Coordinates security matters relating to visits, inspection results, public protection measures, and security barriers with the Airports Division.

(5) Reviews and recommends, in coordination with Flight Standards Division, changes in content of air carrier training programs concerning handling and shipping of hazardous materials.

(6) Serves as the focal point for local coordination with the Department of Transportation Office of Inspector General offices on investigative matters within its areas of jurisdiction.

(7) Provides, as required, trained and currently qualified Federal Air Marshals for designated air carrier high risk routes.

(8) Provides special agents for international airport assessments as required.

f. Subordinate Organizations.

(1) Civil Aviation Security Field Office (CASFO).

(a) Administers and monitors the agency's civil aviation security program by:

1 Surveying air carrier and airport facilities and equipment to identify security needs; evaluating and, if authorized, approving air carrier and airport security programs.

2 Scheduling and carrying out the regular inspection and evaluation of the performance of each air carrier relative to the standard air carrier security program, each airport relative to an approved airport security program, and each foreign air carrier relative to the security program information it has furnished.

3 Scheduling and carrying out the regular inspection and evaluation of hazardous materials activities and shipments in air transportation.

4 In pursuing the above actions, makes technical recommendations for required program improvement or correction of deficiencies.

5 Assuring compliance with all applicable FAR in accordance with established agency compliance and enforcement policy and, when required, conducting investigations of alleged violations of applicable FAR, air carrier security programs, airport security programs, and foreign air carrier security program information. Where authorized, takes appropriate administrative enforcement action. As necessary, develops materials to support, and recommends legal enforcement actions to achieve, compliance.

6 Evaluating and monitoring ground security training for air carrier/airport personnel and others who contribute to air transportation security.

7 Conducting and evaluating the results of explosives, security surveys, and seminars.

8 Monitoring and evaluating the performance of explosive K-9 detection teams and, when necessary, coordinating with the appropriate organizations to achieve the desired program performance level.

9 Pursuing the above actions, as appropriate, with regard to FAR Part 135 operators' electing to operate pursuant to an approved security program.

10 Establishing and maintaining liaison with Federal, State, and municipal law enforcement, security and investigative agencies and authorities to assure ready access to information affecting the agency's security programs and to assure close coordination at these programs with the interest and programs of these groups.

11 Carrying out a continuing program for collecting and reporting, through regional channels, security data relating to actual or potential interference with air transportation.

12 Participating in local FAA response to hijack incidents and acts as the onsite representative of the Administrator. Provides intelligence data, operational information, advice, and recommendations to the Aviation Hijack Command Center and the Director of Civil Aviation Security, who has the exclusive responsibility for the direction of any law enforcement activity affecting the safety of persons aboard aircraft in-flight when a criminal offense under section 901(i) or 902(n) of the FAA Act is involved. After incidents, coordinates and conducts interviews with selected flight crewmembers, hijackers, and others involved in hijackings and related crimes to develop information to evaluate and enhance security safeguards and conducts post-hijack critiques with those directly involved. Evaluates methods and procedures for preventing or deterring criminal acts against air transportation. Participates in regional joint FAA/FBI hijack exercises and actual aviation security incidents and in regional joint hijack exercises involving FAA, FBI, and major military commands.

13 Supporting FAA's atmospheric radiological/contamination response program; participates in the dissemination of information on the designation of restricted airspace areas; and advises Federal, State, and local jurisdictions regarding appropriate aviation-related preventative measures. Performs contamination surveys and responds to significant contamination incidents, including nuclear detonations, power facility leaks, and other appropriate occurrences.

14 Assuring compliance with Public Law 99-83 and FAA directives pertaining to the implementation of the international airport assessment program.

15 Conducting investigations of domestic and international hazardous materials, atmospheric/radiological contamination, and other aviation security incidents and alleged violations of regulations or airport/air carrier security programs. Determines level and scope of investigative effort appropriate to particular investigations and, upon completion, determines, in coordination with the appropriate regional counsel, the sanctions to be applied.

(b) Assists and provides technical guidance to airport and air carrier officials and representatives and others involved in air transportation security.

(c) Develops awareness of security policies and procedures within the aviation community and the flying public.

(d) Carries out the agency program designed to reduce theft-related air cargo losses by fostering a high level of security awareness among carriers dealing in air cargo.

(e) Conducts investigations in support of the agency's basic mission and assures the integrity of FAA employees and representatives.

(f) Performs personnel, information, physical, industrial, and communications security functions to safeguard FAA and national security interests.

(g) Implements the Civil Aviation Security Information System (CASIS).

256.-274. RESERVED.

SECTION 7. LOCAL COORDINATOR

275. LOCAL COORDINATOR.

a. Mission. The local coordinator serves as local representative of the regional administrator at locations away from the regional headquarters and for a geographic area specified by the regional administrator. Order 1200.8C, Public Information Activities and Programs, contains the activities of local coordinators.

b. Structure. No formal structure is prescribed.

c. Functions. For the assigned location or geographic area, the local coordinator:

(1) Represents the FAA or regional administrator in activities related to Federal Executive Boards and other Federal associations, DOT Field Coordination Groups, and similar organizations.

(2) Serves as a point of contact and makes required arrangements for visitors on FAA business who are not concerned solely with a single program area.

(3) Represents the regional administrator on all nonprogram matters in relationships with the community.

(4) Provides advice and assistance to the program elements at the assigned location or specified geographic area on activities that cross program lines.

(5) Recommends changes in policies, standards, procedures, or operations to improve responsiveness of agency programs to local requirements.

d. Special Delegation. Reserved

e. Special Relations. The local coordinator works directly under and reports directly to the regional administrator. The local coordinator shall have no line authority.

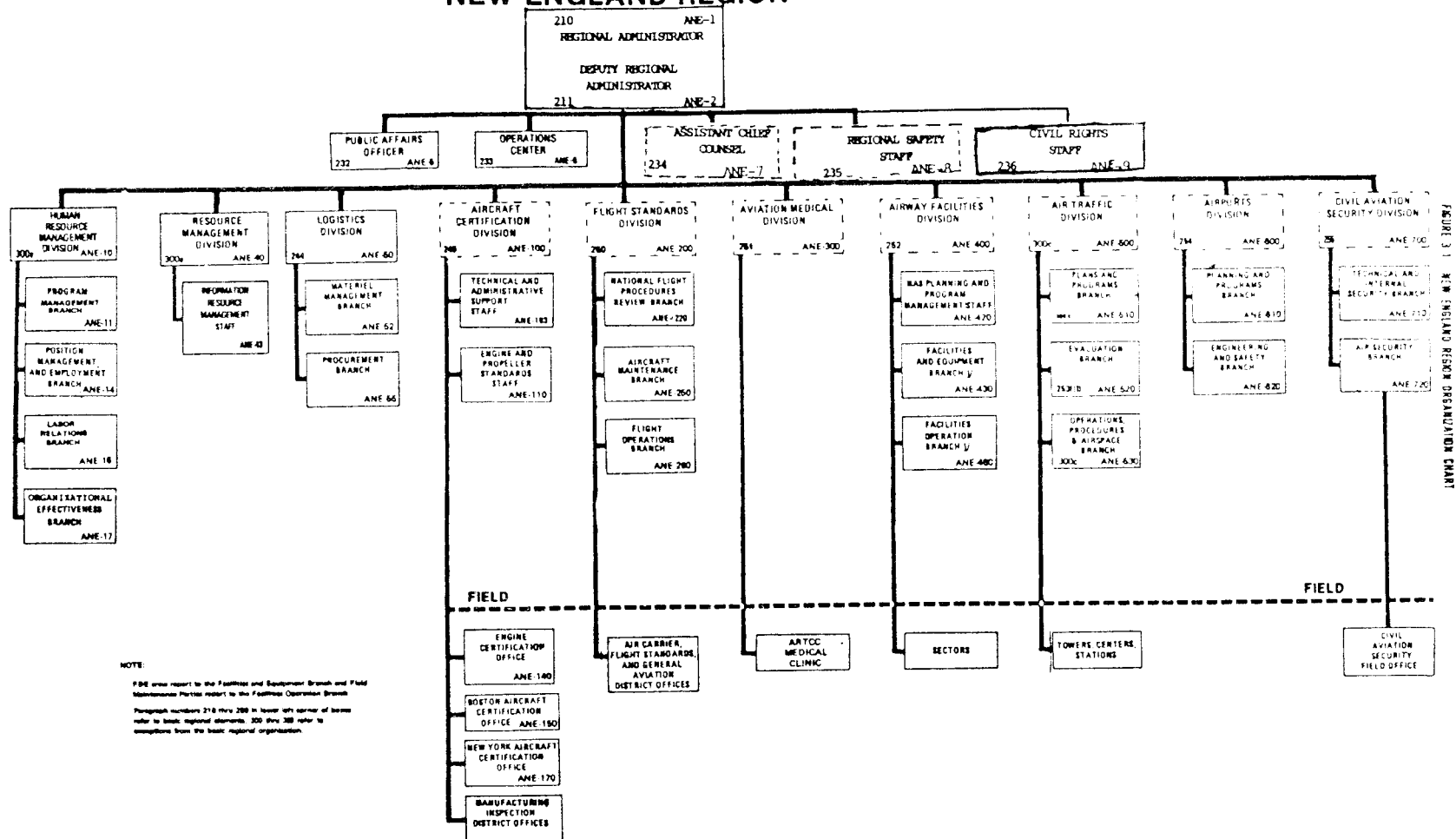
276.-299. RESERVED.

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1100.5C

CHAPTER 3. NEW ENGLAND REGION

NEW ENGLAND REGION



CHAPTER 3. NEW ENGLAND REGION

300. GENERAL. The New England Region differs from the basic regional organization as described in this chapter.

a. The Resource Management Division performs the functions of the basic Budget Division, paragraph 242, and the Management Systems Division, paragraph 245. The division also performs the region's planning and appraisal and accounting liaison functions. In performing the accounting liaison functions, the Resource Management Division:

(1) Ensures objective determination of the facts for protests and inquiries concerning the propriety in the award or administration of regional contracts; except for legal aspects, evaluates validity of the protest and develops the regional position; prepares and coordinates the regional reply; and follows up to ensure that any promised action is accomplished. Assists the Office of Accounting in developing responses to protests relating to regional procurement actions that are addressed to a DOT official at headquarters, including the Office of Inspector General (OIG), received from Congressional sources, or lodged with the General Accounting Office (GAO).

(2) Serves as a central point for contacts and liaison with the OIG and GAO at the regional level. Develops the local position on OIG and GAO recommendations and ensures that proposed official replies are reliable, complete, and responsive. Upon request of the Office of Accounting, provides input for use in developing the agency position on OIG and GAO audit reports addressed to top management officials at Washington headquarters. Assists the Office of Accounting in carrying out its central control function.

(3) Develops and administers a system for:

(a) Ensuring the local commitments resulting from audits by OIG and GAO are met.

(b) Following up locally on conditions cited in OIG and GAO audits reports addressed to other regions or centers.

(4) Provides for the administration of agency systems for responding to OIG and GAO audit reports, shall refer all questions pertaining to the legal aspects of such reports or inquiries to the regional counsel. In those instances where a report or inquiry is concerned primarily with the legality of an agency action, the reply shall be prepared by the assistant chief counsel and coordinated with the Manager, Resource Management Division, prior to release.

b. The New England Region does not have an Accounting Division. Accounting support for the New England Region is provided by the Eastern Region.

301. STRUCTURE. The structure of the New England Region is shown in figure 3-1.

302.-399. RESERVED.

CHAPTER 4. EASTERN REGION

Eastern Region

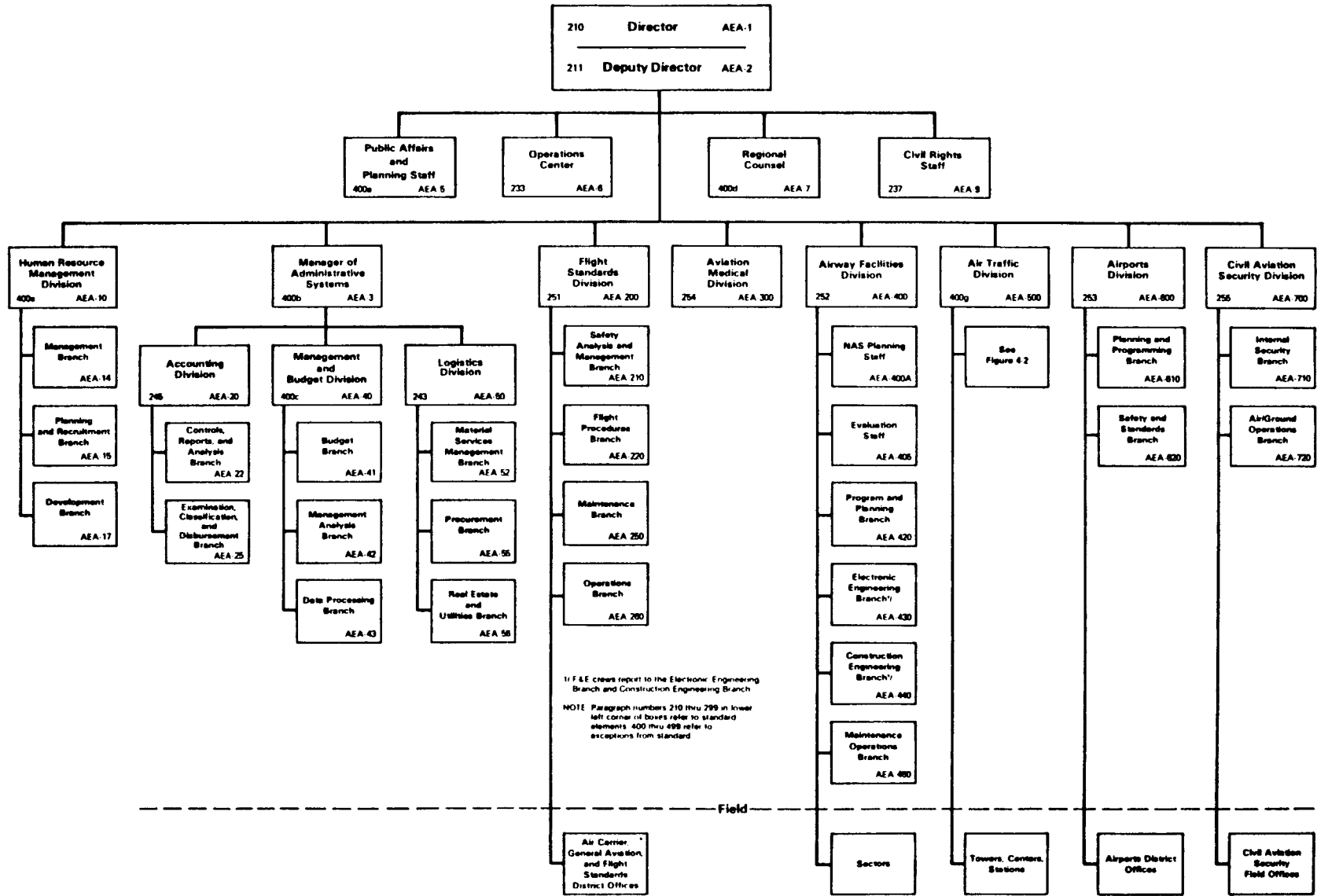


Figure 4-1 Eastern Region Organization Chart

CHAPTER 4. EASTERN REGION

400. GENERAL. The Eastern Region differs from the basic regional organization as described in this chapter.

a. The Public Affairs and Planning Staff performs the regional public affairs (paragraph 232) and planning functions.

b. The Manager of Administrative Systems:

(1) Is responsible for the direction of administrative management activities of the Eastern Region in accordance with paragraph 230.

(2) Supervises the following organizational elements:

(a) Accounting Division.

(b) Management and Budget Division.

(c) Logistics Division.

(3) Performs regional external appraisal functions for the purpose of identifying opportunities for improving FAA services to the public, and solicits participation and assistance from cross-sections of the aviation industry in assessing regional performance. Establishes and maintains liaison with the aviation public to satisfy the region's interest in the quality of services rendered, fulfillment of public needs, and the character of relationships between regional elements and the public.

c. The Management and Budget Division:

(1) Performs the functions outlined in paragraphs 242 and 245.

(2) Performs the internal regional appraisal functions which include the review of regional performance and problem solving and the conduct of indepth analyses of audits and evaluation programs.

(3) Serves as a central point for contacts and liaison with the Office of Inspector General (OIG) and the General Accounting Office (GAO) at the regional level. Develops the local position on OIG and GAO recommendations and ensures that proposed official replies are reliable, complete, and responsive. Upon request of the Office of Accounting, provides input for use in the development of the agency position on OIG/GAO audit reports addressed to top management officials at Washington headquarters. Assists the Office of Accounting in carrying out its central control functions.

(4) Develops and administers a system for:

(a) Ensuring that local commitments resulting from OIG and/or GAO audits are met.

(b) Following up locally on conditions cited in OIG and/or GAO audit reports addressed to other regions or centers.

(5) Refers all questions pertaining to the legal aspects of OIG and/or GAO audit reports to the Assistant Chief Counsel. In those instances where a report is concerned primarily with the legality of an agency action, the reply shall be prepared by the Assistant Chief Counsel and coordinated with the Manager, Management and Budget Division, prior to release.

(6) Performs independent research and analysis of organizational and managerial effectiveness. Reviews proposals for approval of organizational changes, assignment of functional responsibility, delegations of authority, and creation and dissolution of committees.

(7) Identifies problems in all areas of program management and develops policies and procedures for controlling and tracking operations.

(8) Coordinates, integrates, and directs the region's position management system. This includes assisting line and staff officials in planning, implementing, and reviewing functions, methods, and procedures, workflow and distribution of work.

(9) Conducts system analysis and provides the latest of data processing technology in improving management information requirements and standards.

(10) Provides for the effective implementation and sound management of electronic data relative to regional, national, and Governmentwide programs.

d. The Assistant Chief Counsel (paragraph 234):

(1) Develops and administers a system for handling all protests and inquiries concerning the propriety in the award or administration of regional contracts; ensures objective determination of the facts; evaluates validity of the protest and develops the regional position; prepares and coordinates the regional reply; and follows up to ensure that any promised action is accomplished.

(2) Assists the Office of Accounting in the development of responses to protests relating to regional procurement actions that are addressed to a DOT official at headquarters, including the OIG, received from Congressional sources.

e. The Human Resource Management Division:

(1) Performs the basic Human Resource Management Division functions (paragraph 240) plus attitude monitoring, career development, organization analysis and diagnosis, organization development, human resource planning, personnel selection, internal communications, and aviation education.

(2) Is structured around a natural alignment of basic functions that breaks down organizational barriers to workflow. These functional groupings are:

- (a) Human Resource Development.
- (b) Human Resource Management.
- (c) Human Resource Planning and Recruitment.

f. The Air Traffic Division:

(1) Has a Manager, Quality Assurance Branch, who performs the functions listed in paragraph 253c(3).

(2) Has two Assistant Managers.

(a) The functions listed in paragraphs 253c(1), (2), (7), and (8) are performed by the Assistant Manager, Operations, who supervises the Traffic Management Branch, North Branch, South Branch, and West Branch.

(3) The functions listed in paragraphs 253c(4), (5), (6), and (9) are performed by the Assistant Manager, Research and Planning, who supervises the Program Staff, Resource Planning Branch, Systems Integration Branch, and Airspace Planning Branch.

* g. The Flight Standards Certification Program Office:

(1) Is a national field organization responsible for ensuring standard application of national certification and surveillance programs, policies, and procedures. The Flight Standards (FS) Certification Program Office (CPO), provides services in every region. The CPO is managed by a program office manager who reports to the Director, Flight Standards Service. The FS CPO is affiliated with the Eastern Region which serves as the "host" region. *

* (2) The FS CPO is responsible for field implementation of national programs, including oversight of agency activities relating to the certification and surveillance of airmen, air operators, and air agencies engaged in air transportation under part 121 of the Federal Aviation Regulations. The FS CPO has an assigned national policy formulation and standardization responsibility of a kind that is generally assigned to Washington headquarters elements. These responsibilities include development of national certification and surveillance programs, policies, procedures, and comprehensive national surveillance plans.

(3) The organizational structure of the FS CPO incorporates the following field sub-elements:

(a) A Program Management Staff co-located with the FS CPO management headquarters.

(b) The Flight Standards Safety Analysis Information Center co-located with the FS CPO management headquarters.

(c) The Certification, Standardization, and Evaluation Team (CSET) Certificate Management Office (CMO) located throughout the United States. The CMO employees are assigned to work locations in Flight Standards District Offices, Certificate Management Offices, and other FAA worksites.

(4) The functions of the FS CPO include:

(a) Development and oversight execution of national work program guidelines, policies, standards, and practices related to air carrier certification, inspection, and surveillance activities.

(b) Development and administration of the National Aviation Safety Inspection Program and other inspection activities.

(c) Development and issuance of national policies, standards, systems, procedures, and program plans relating to certification and surveillance of air carriers and associated air agencies and airmen.

(d) Implementation of policy and program directives to guide FAA regional offices and field organizations in administering aviation safety programs; and operational evaluation and analysis of field execution of national programs.

(e) Technical resource coordination and standardization for field elements.

* (f) Development and issuance of national directives to provide technical guidance on policies and procedures relating to certification and surveillance of the U.S. air transportation system.

(g) Analytical support, management of safety data, examination of safety data for trends, and dissemination of safety information.

(h) Development of resource targeting and workload prioritization guidance for all certificate management and development of management tools to support more efficient and effective work program accomplishment. *

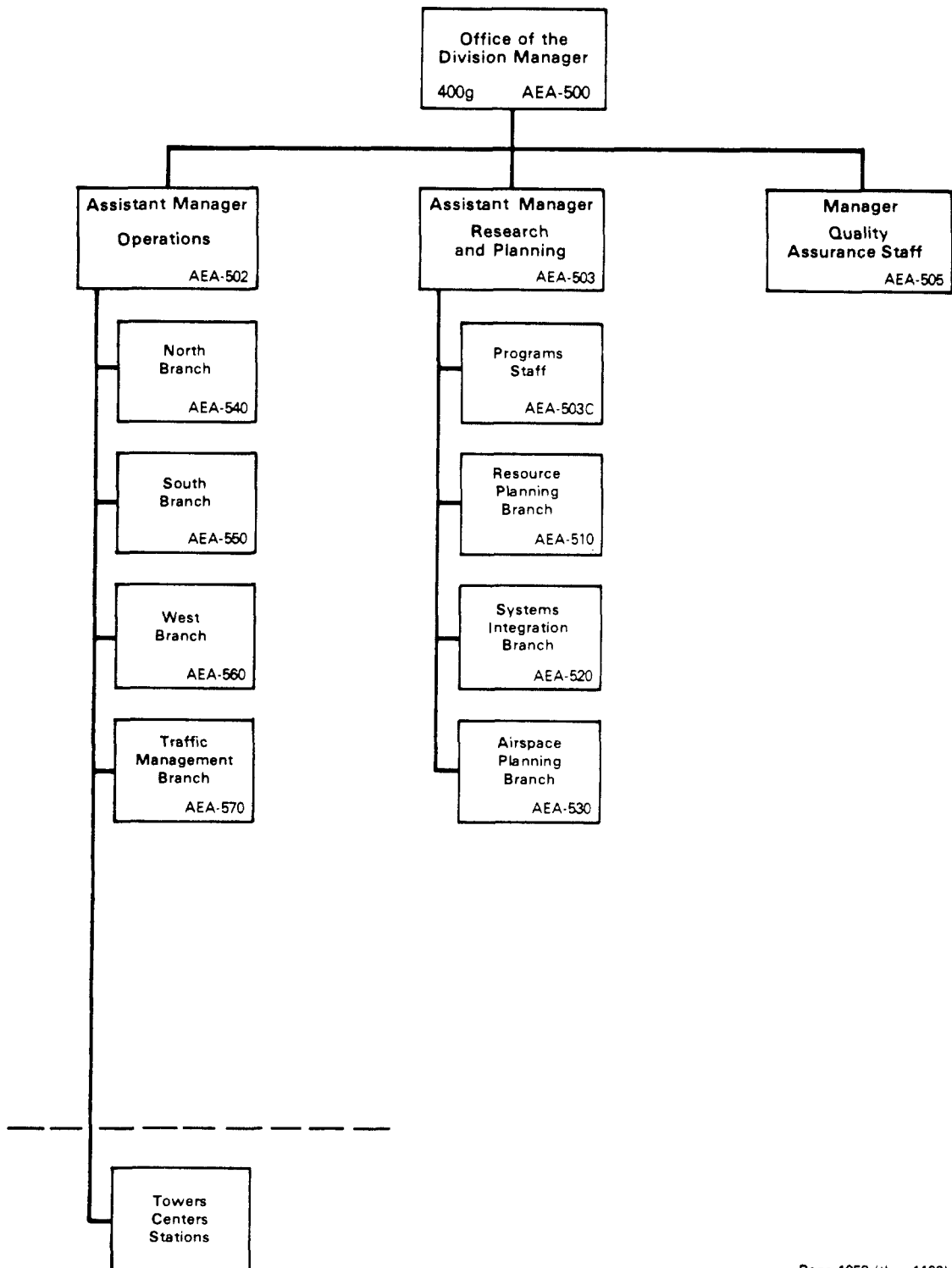
401. STRUCTURE. The structure of the Eastern Region is shown in figures 4-1 and 4-2.

402.-403. RESERVED.

*404. SPECIAL RELATIONS. The Eastern Region shall provide the full range of administrative support services to the Flight Standards Certification Program Office. The support services are contained in paragraph 212. *

405.-409. RESERVED.

**Figure 4-2. Eastern Region
Air Traffic Division**



CHAPTER 5. SOUTHERN REGION

CHAPTER 5. SOUTHERN REGION

500. GENERAL. The Southern Region differs from the basic regional organization as described in this chapter.

* a. The International Staff performs international aviation functions, including supervision of the International Aviation Field Offices in Miami, Florida, and Rio de Janeiro, Brazil. The FAA representative, as head of the International Aviation Field Office, plans, directs, coordinates, and administers the execution of all agency programs assigned to the office. In this capacity, the FAA representative represents the agency and is responsible for the performance of FAA programs and functions, the development of resource requirements (including physical, mental, and personnel resources), and the effective economic utilization of assigned resources. The responsibilities of the FAA representative do not extend to any programs which are directly managed and operated by the FAA headquarters. *

b. The Accounting Division, paragraph 241:

(1) Provides payroll services for other elements of the Department including the Office of the Secretary of Transportation, Transportation System Center, Federal Highway Administration, Federal Railroad Administration, Federal Highway Administration, Federal Railroad Administration, National Highway Traffic Safety Administration, Research and Special Program Administration, Maritime Administration, and the Urban Mass Transportation Administration. The division also provides payroll services for the National Transportation Safety Board and FAA offices listed in paragraph 241d(3).

(2) Provides accounting services to the National Highway Traffic Safety Administration.

c. The Management Systems Division, paragraph 245:

(1) Serves as the central point of contact and liaison with the Office of Inspector General (OIG) and the General Accounting Office (GAO) at the regional level.

(2) Develops and administers a system for ensuring that local commitments resulting from OIG and/or GAO audits are met.

(3) Operates the Regional Message Center and manages the regional Privacy Act and Freedom of Information Act Programs.

d. The National Simulator Evaluation Program Office reports directly to the Director, Flight Standards Division. *

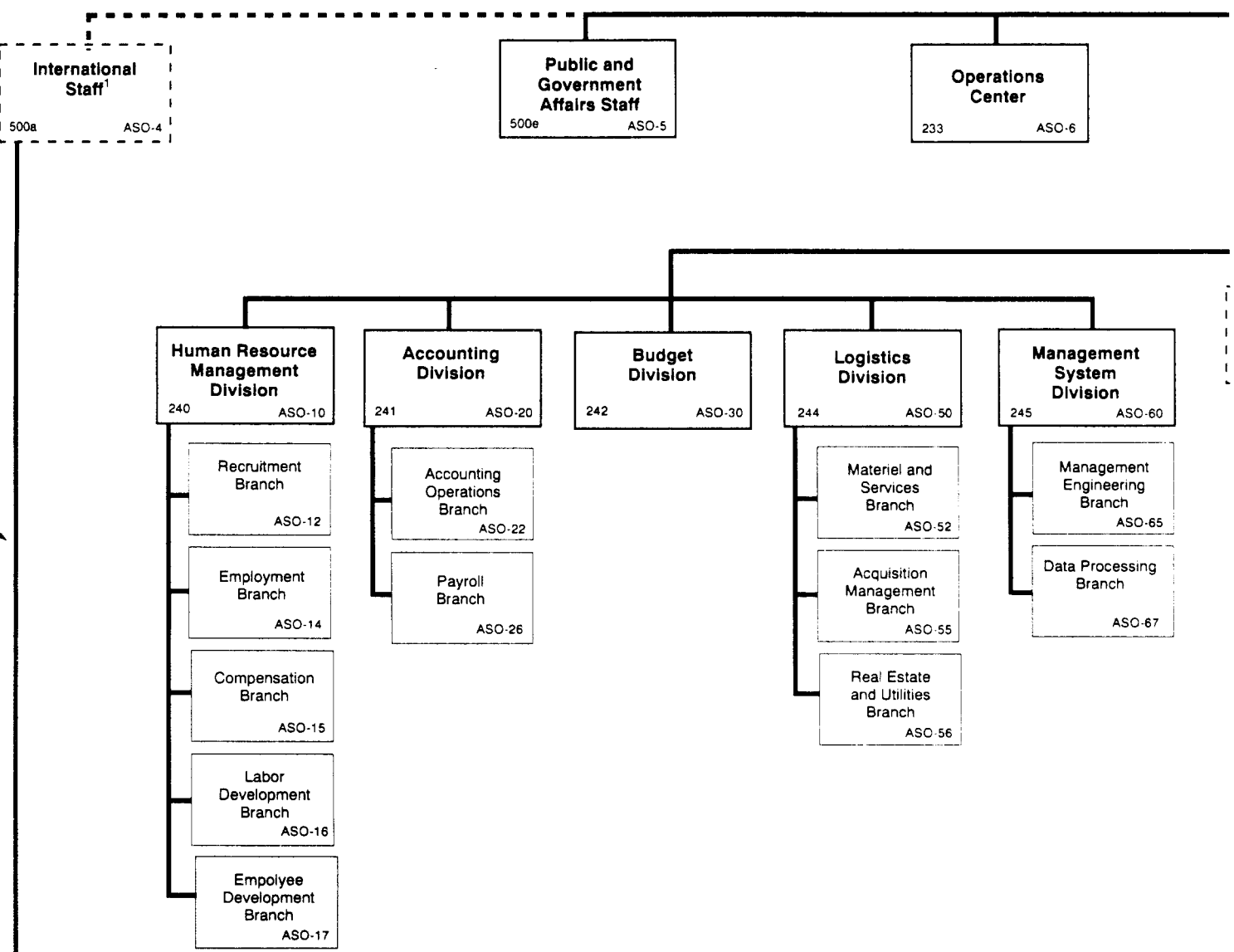
* e. The Public Affairs Staff is titled as the Public and Government
Affairs Staff.

*

501. STRUCTURE. The structure of the Southern Region is shown in Figure 5-1.

502.599. RESERVED.

Regional
210
Deputy Reg
211



Field



- ¹ Reports to the Assistant Administrator for Policy, Plans, and International Aviation
- ² Reports to the Chief Counsel.
- ³ Reports to the Director, Flight Standards Service.
- ⁴ Reports to the Federal Air Surgeon.
- ⁵ Reports to the Associate Administrator for Airway Facilities.
- ⁶ Reports to the Associate Administrator for Air Traffic.
- ⁷ Reports to the Assistant Administrator for Airports.
- ⁸ Reports to the Assistant Administrator for Civil Aviation Security.

*Note: The Assistant Chief Counsel has three branches; a North Branch and a Central Branch Located in the Regional Office, and a South Branch located in Orlando Florida.

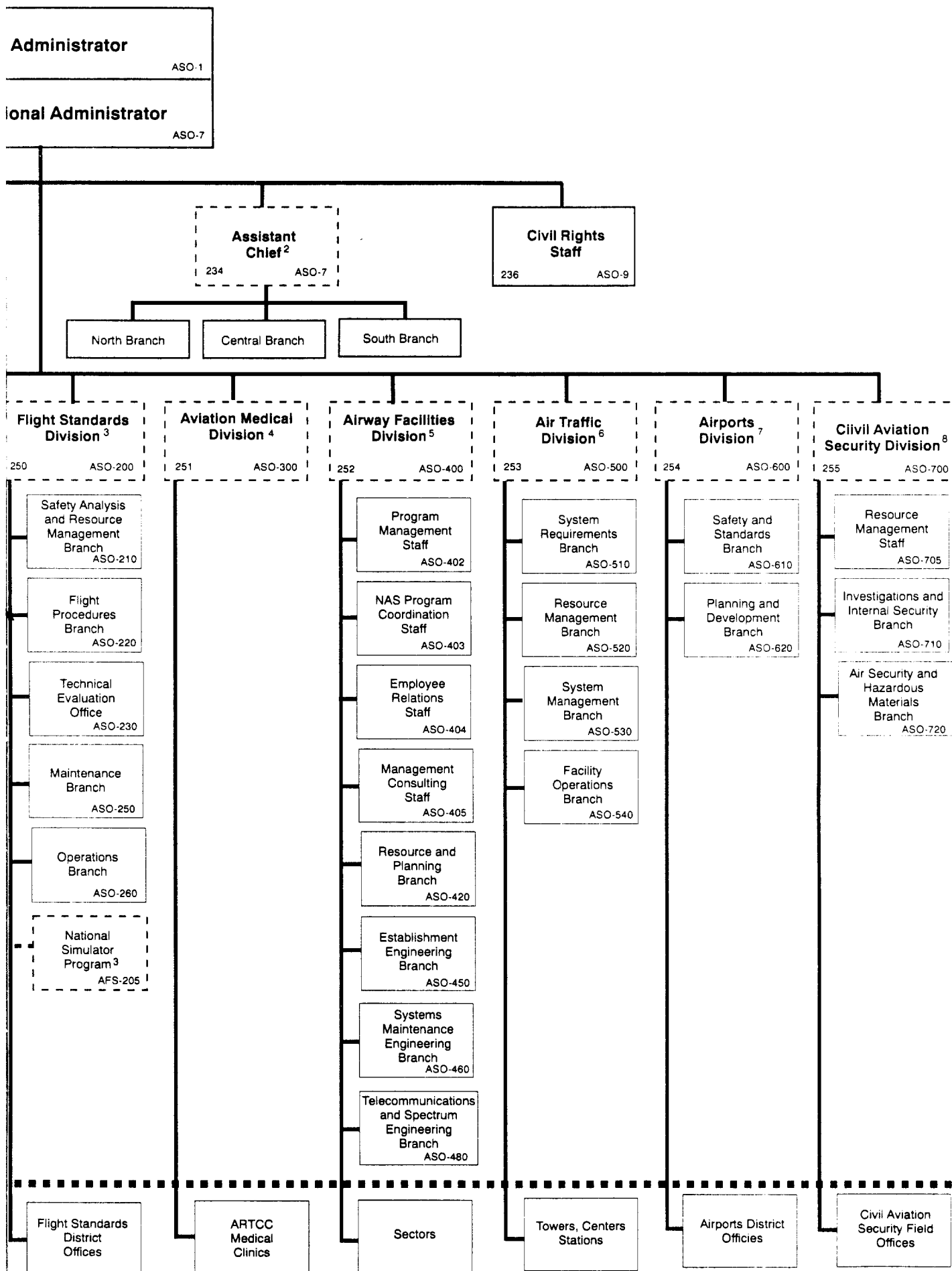
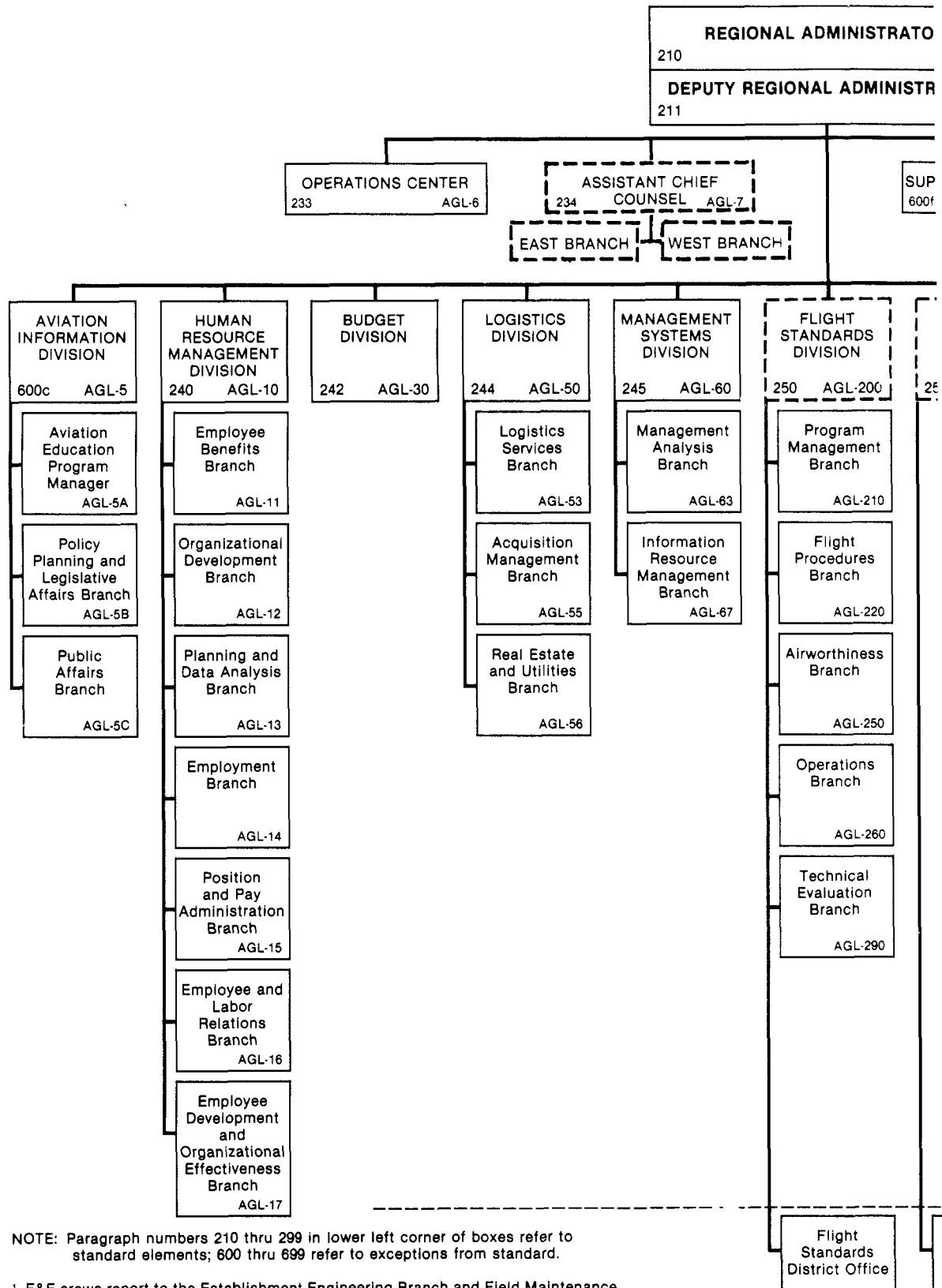


Figure 5-1. Southern Region Organization Chart

GREAT LAKES RE



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REGION

R
AGL-1
ATOR
AGL-2

PLEMENTAL AIRPORT
AGL-8

CIVIL RIGHTS STAFF
236 AGL-9

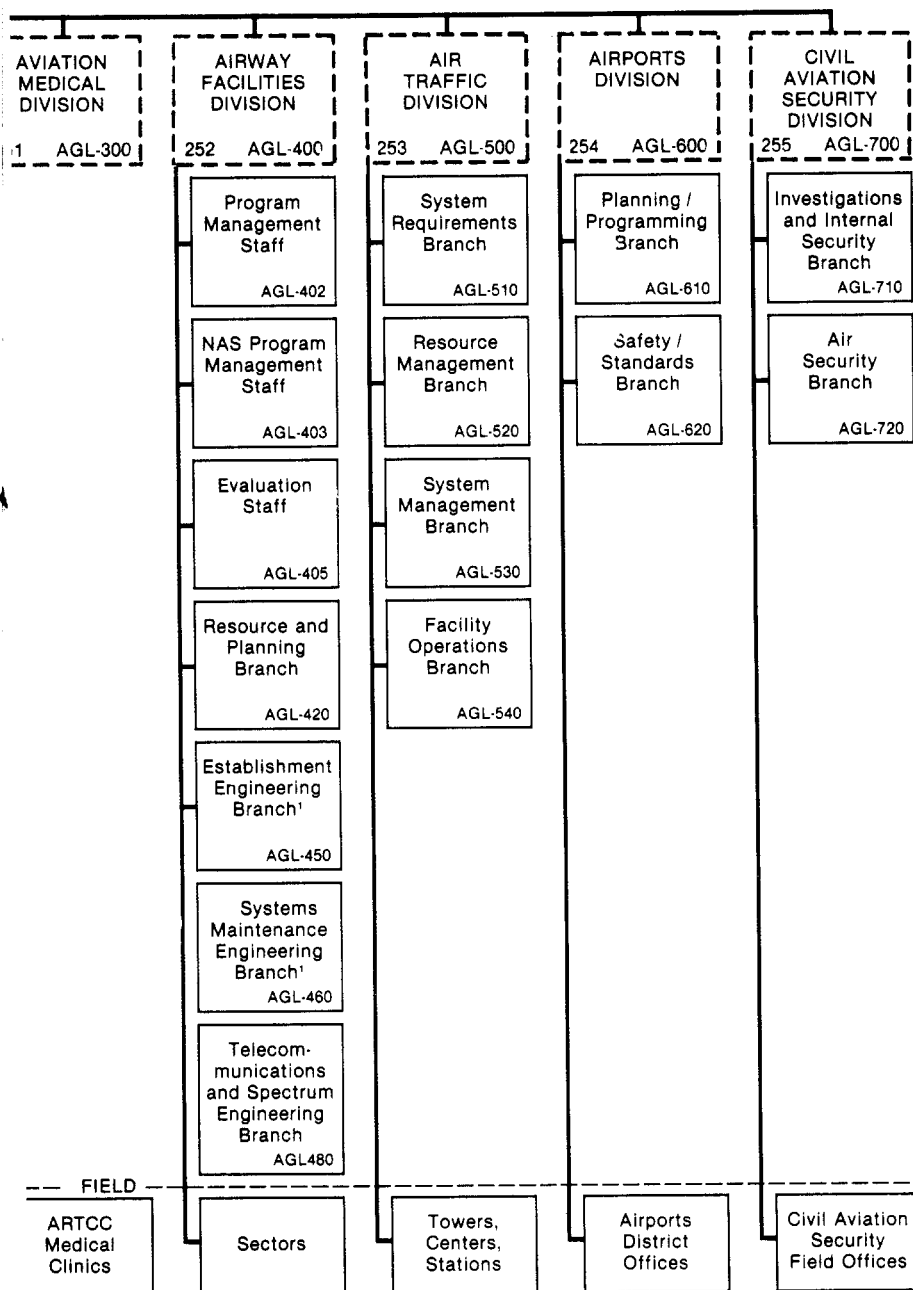


FIGURE 6-1. GREAT LAKES REGION ORGANIZATION CHART

CHAPTER 6. GREAT LAKES REGION

600. GENERAL. The Great Lakes Region differs from the basic regional organization described in this chapter.

a. The Great Lakes Region does not have an Accounting Division. The Central Region's Accounting Division provides accounting services to Great Lakes Region. The Great Lakes Region Budget Division, AGL-30, provides coordination assistance regarding accounting matters.

b. The Management Systems Division (paragraph 245):

(1) Performs the regional appraisal functions.

(2) Serves as the central point of contact with the Office of Inspector General (OIG) and the General Accounting Office (GAO). This includes the development of systems to ensure local commitments resulting from audits are met and the referral of legal aspects of audit reports are sent to the Regional Assistant Chief Counsel.

c. The region does not have a Manager of Administrative Systems. The administrative divisions report directly to the Regional Administrator.

d. The region has an Aviation Information Division which performs the functions of the Public Affairs Staff, the Planning Staff and the Aviation Education Program.

e. The Great Lakes Region has restructured its Airways Facilities and Air Traffic Divisions.

* f. The region's Office of the Assistant Chief Counsel has two branches. Although both branches share most of the functional responsibilities, the East Branch is responsible for the states of Indiana, Michigan, and Ohio. The West Branch provides service to Illinois, Minnesota, North Dakota, South Dakota, and Wisconsin.

g. The region has a Chicago Supplemental Airport Program Office, which reports to the Regional Administrator, and is concerned with efforts to establish supplemental airport services in the Chicago area.

h. The Human Resource Management Division is responsible for the management of the region's ongoing procedures, plans, and standards related to the US Savings Bonds Drives and Combined Federal Campaigns. *

601. STRUCTURE. The Great Lakes Region's structure is shown in figure 6-1.

602.-699. RESERVED.

CHAPTER 7. SOUTHWEST REGION

SOUTHWEST REGION

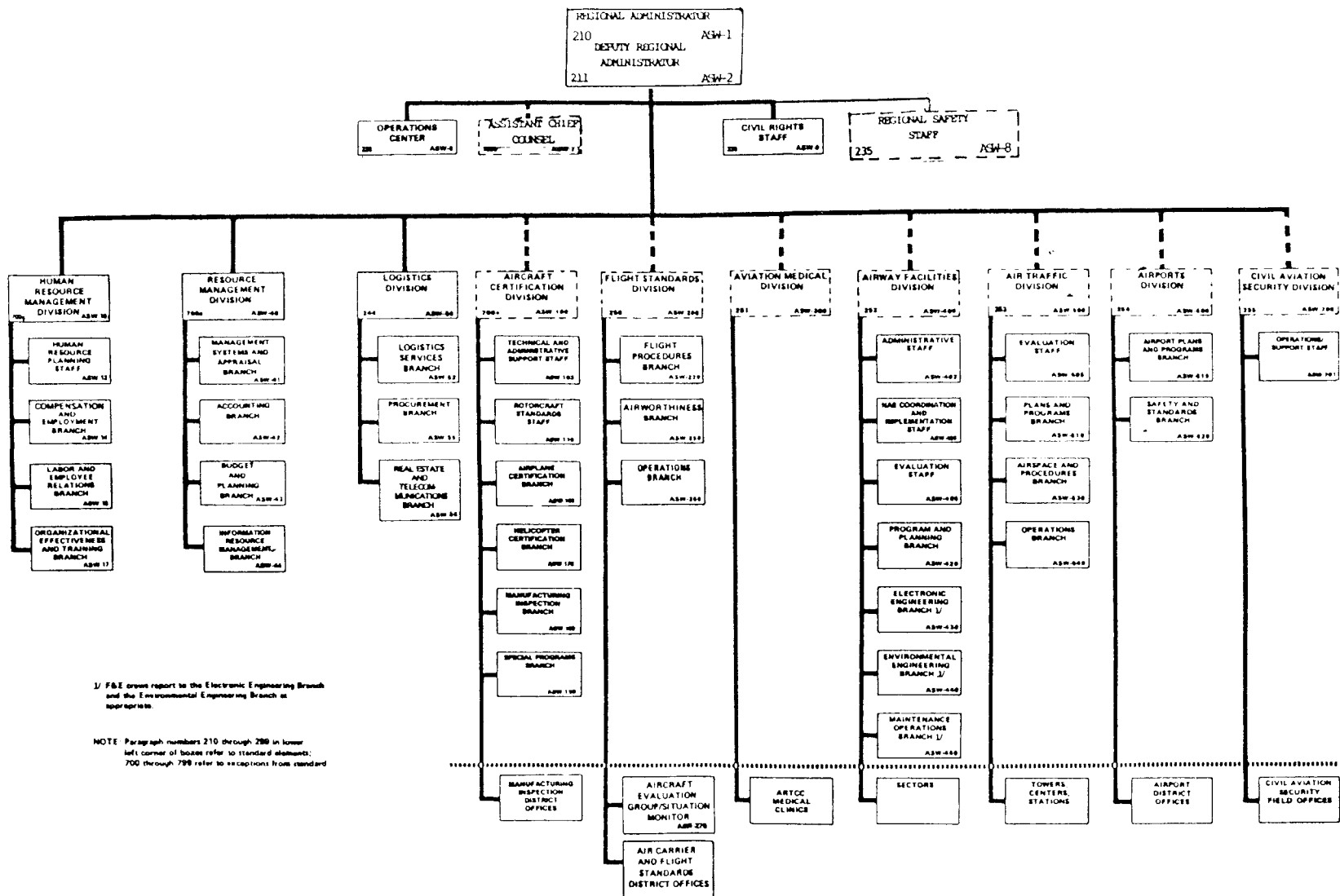


FIGURE 7.1. SOUTHWEST REGION ORGANIZATION

CHAPTER 7. SOUTHWEST REGION

700. GENERAL. The Southwest Region differs from the basic regional organization structure as described in this chapter.

a. The Resource Management Division performs the functions of the basic Budget Division, paragraph 242; Management Systems Division, paragraph 245; and Accounting Division, paragraph 241, as well as the region's planning and appraisal functions. The Resource Management Division is assigned the region's audit liaison functions and:

(1) Serves as a central point for contacts and liaison with the OIG and the GAO at the regional level. Develops the local position on OIG and GAO recommendations and ensures that proposed official replies are reliable, complete, and responsive. Upon request of the Office of Accounting, provides input for use in the development of the agency position on OIG/GAO audit reports addressed to top management officials at Washington headquarters. Assists the Office of Accounting in carrying out its central control function.

(2) Develops and administers a system for:

(a) Ensuring that local commitments resulting from audits by OIG and GAO are met.

(b) Following up locally on conditions cited in OIG/GAO audit reports addressed to other regions and centers.

(3) Refers all questions pertaining to the legal aspects of OIG and GAO audit reports to the Assistant Chief Counsel. In those instances where a report or inquiry is concerned primarily with the legality of an agency action, the reply shall be prepared by the Assistant Chief Counsel and coordinated with the Manager, Resource Management Division, prior to release.

b. The Assistant Chief Counsel (paragraph 234):

(1) Develops and administers a system for handling all protests and inquiries concerning the propriety in the award or administration of regional contracts; ensures objective determination of the facts; evaluates validity of the protest, and develops the regional position; prepares and coordinates the regional reply; and follows up to ensure that any promised action is accomplished.

(2) Assists the Office of Accounting in the development of responses to protests relating to regional procurement actions that are addressed to a DOT official at headquarters, including the Office of Inspector General (OIG), received from Congressional sources, or lodged with the General Accounting Office (GAO).

c. The functions of the Public Affairs Staff, paragraph 232, are assigned to the Office of the regional administrator.

d. The functions of the Aircraft Certification Office described in paragraph 249b(1) are performed by the program branches (Airplane Certification, Helicopter Certification, and Special Programs) of the Aircraft Certification Division at the regional headquarters.

e. The office of the regional administrator performs the international aviation liaison function.

f. The region does not have a Manager of Administrative Systems. The Human Resource Management, Resource Management, and Logistics Divisions report directly to the regional administrator.

701. STRUCTURE. The structure of the Southwest Region is shown in figure 7-1.

702.-703. RESERVED.

704. SPECIAL RELATIONS. The Office of Civil Aviation Security's Special Agent assigned to Post of Duty at the El Paso (Texas) Intelligence Center (EPIC) shall provide Civil Aviation Security program support to the Southwest Region Civil Aviation Security Division in the El Paso area as a collateral duty. However, such support is secondary to principal activities in support of EPIC. Reports of results of civil aviation security functions conducted on behalf of the Southwest Region shall be forwarded directly to ASW-700.

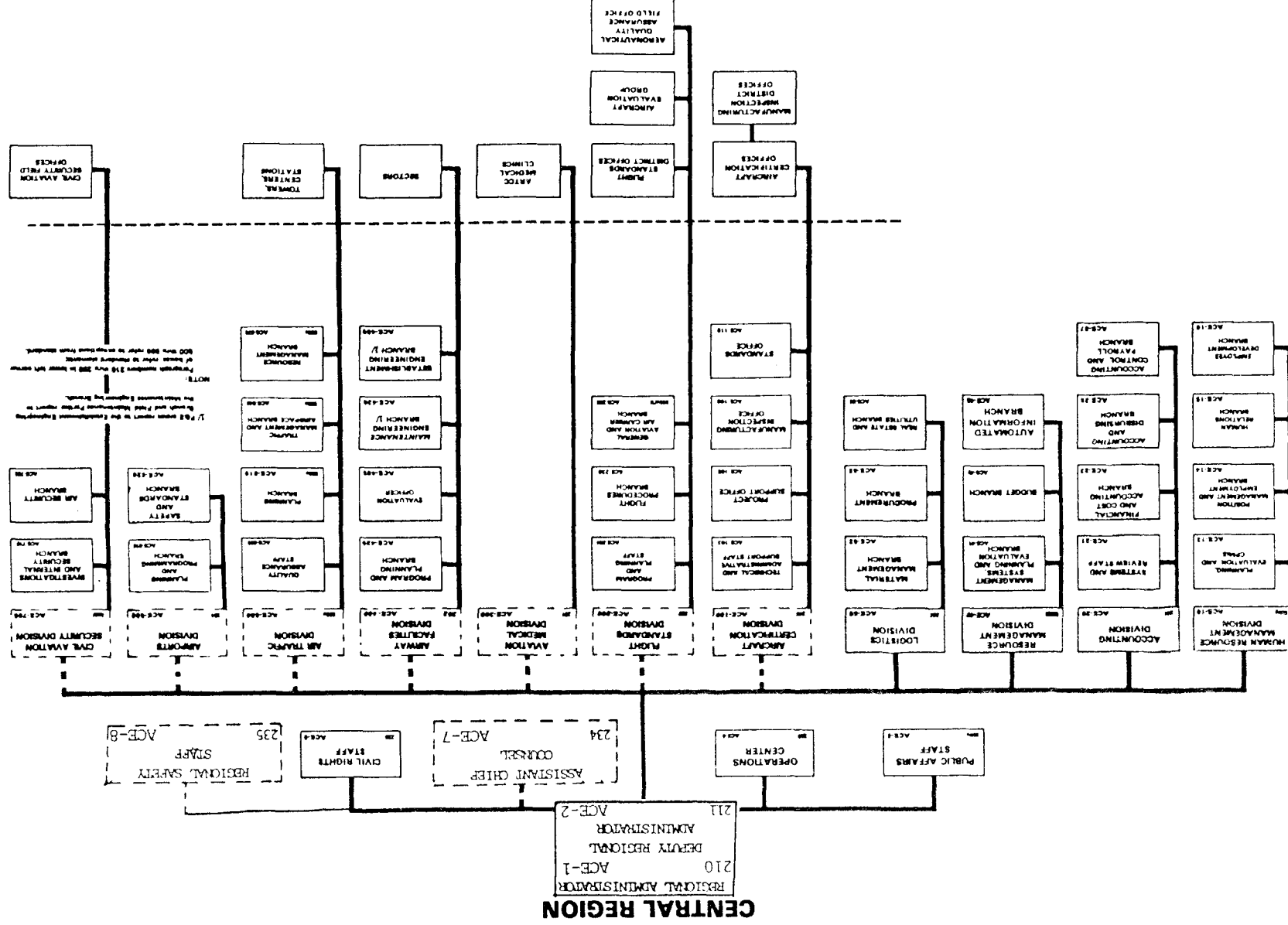
705.-799. RESERVED.

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CHAPTER 8. CENTRAL REGION

FIGURE B-1. CENTRAL REGION ORGANIZATION CHART



CHAPTER 8. CENTRAL REGION

800. GENERAL. The Central Region differs from the basic regional organization as described in this chapter.

a. The region does not have Airports District Offices.

b. The planning and appraisal functions are performed by the Office of the Regional Administrator.

c. The Resource Management Division performs the functions of the basic Budget Division, paragraph 242, and Management Systems Division, paragraph 245. The division also:

(1) Serves as a central point for contacts and liaison with the OIG and GAO at the regional level. Develops the local position on OIG and GAO recommendations and ensures that proposed official replies are reliable, complete, and responsive. Upon request of the Office of Accounting, provides input for use in the development of the agency position on OIG/OST audit reports addressed to top management officials at Washington headquarters. Assists the Office of Accounting in carrying out its central control function.

(2) Develops and administers a system for:

(a) Ensuring that local commitments resulting from audits by OIG/GAO are met.

(b) Following up locally on conditions cited in OIG/GAO audit reports addressed to other regions or centers.

(3) Refers all questions pertaining to the legal aspects of OIG/GAO audits to the Assistant Chief Counsel. In those instances where a report or inquiry is concerned primarily with the legality of an agency action, the reply shall be prepared by the Assistant Chief Counsel and coordinated with the Manager, Resource Management Division, prior to release.

(4) Develops and administers a system for handling all protests and inquiries concerning the propriety in the award or administration of regional contracts; ensures objective determination of the facts; except for legal aspects, evaluates validity of protest and develops regional position; prepares and coordinates the regional reply; and follows up to ensure that any promised action is accomplished.

(5) Assists the Office of Accounting in development of responses to protests relating to regional procurement actions that are addressed to a DOT official at headquarters, received from Congressional sources, or lodged with GAO.

d. The communications control and international aviation liaison functions are assigned to the Public Affairs Staff.

e. The region has no Civil Aviation Security Field Offices. Regional civil aviation security field operations are performed by personnel in the Civil Aviation Security Division.

801. STRUCTURE. The structure of the Central Region is shown in figure 8-1.

802.-899. RESERVED.

CHAPTER 10. WESTERN-PACIFIC REGION

Western-Pacific Region

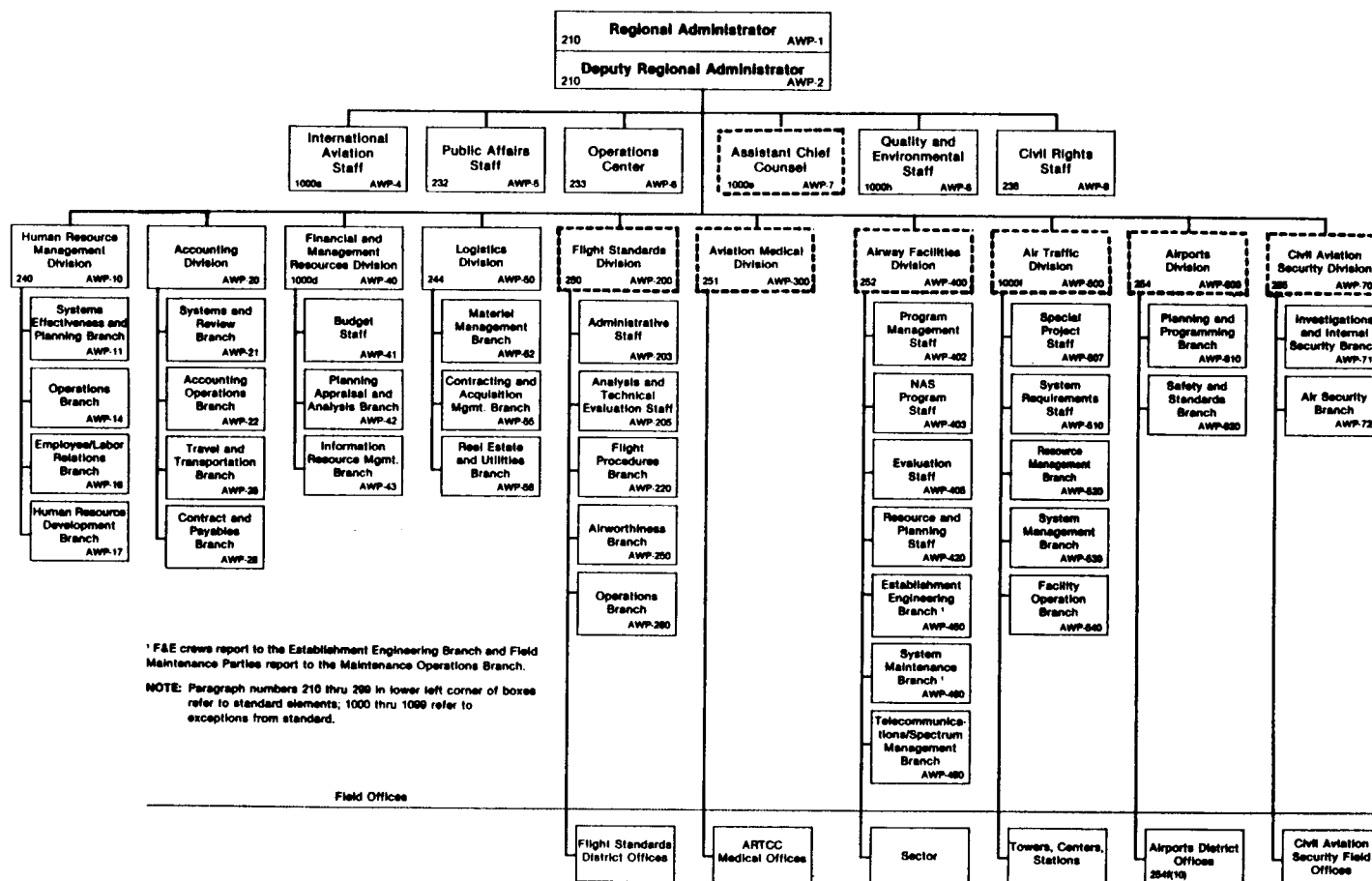


Figure 10-1. Western-Pacific Region Organization Chart

CHAPTER 10. WESTERN-PACIFIC REGION

1000. GENERAL. The Western-Pacific Region differs from the basic regional organization as described in this chapter.

a. The international aviation functions are assigned to the International Aviation Staff.

b. The region has a Regional Administrator Representative in Honolulu, Hawaii, and Resident Directors stationed at Guam and American Samoa.

c. The Financial and Management Resources Division performs the functions of the basic Budget Division, paragraph 242, and Management Systems Division, paragraph 245.

d. The Assistant Chief Counsel, paragraph 234, develops and prepares the regional reply to protests and inquiries regarding the propriety of the award or administration of regional contracts which are referred to the region from OST, or Congressional sources, and follows up to ensure that any promised action is accomplished.

e. The region does not have a Manager of Administrative Systems. The Human Resource Management Division, Financial and Management Resources Division, and the Logistics Division report directly to the regional administrator.

f. Withdrawn - CHG 4

g. The Accounting Division serves as the liaison contact point between the region and the Office of Inspector General (OIG) and the General Accounting Office (GAO)."

* h. The Quality and Environmental Staff performs service assessments of the region's external customers in different cities around the region and will also serve as the focal point for the region's internal Total Quality Management activities. The staff will coordinate and manage the regionwide actions and activities in support of national environmental quality statutes, policies, goals, and processes. The staff will also review and process Environmental Impact Statements and other environment documents internally and externally. •

1001. STRUCTURE. The structure of the Western-Pacific Region is shown in figure 10-1.

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CHAPTER 11. NORTHWEST MOUNTAIN REGION

NORTHWEST MOUNTAIN REGION

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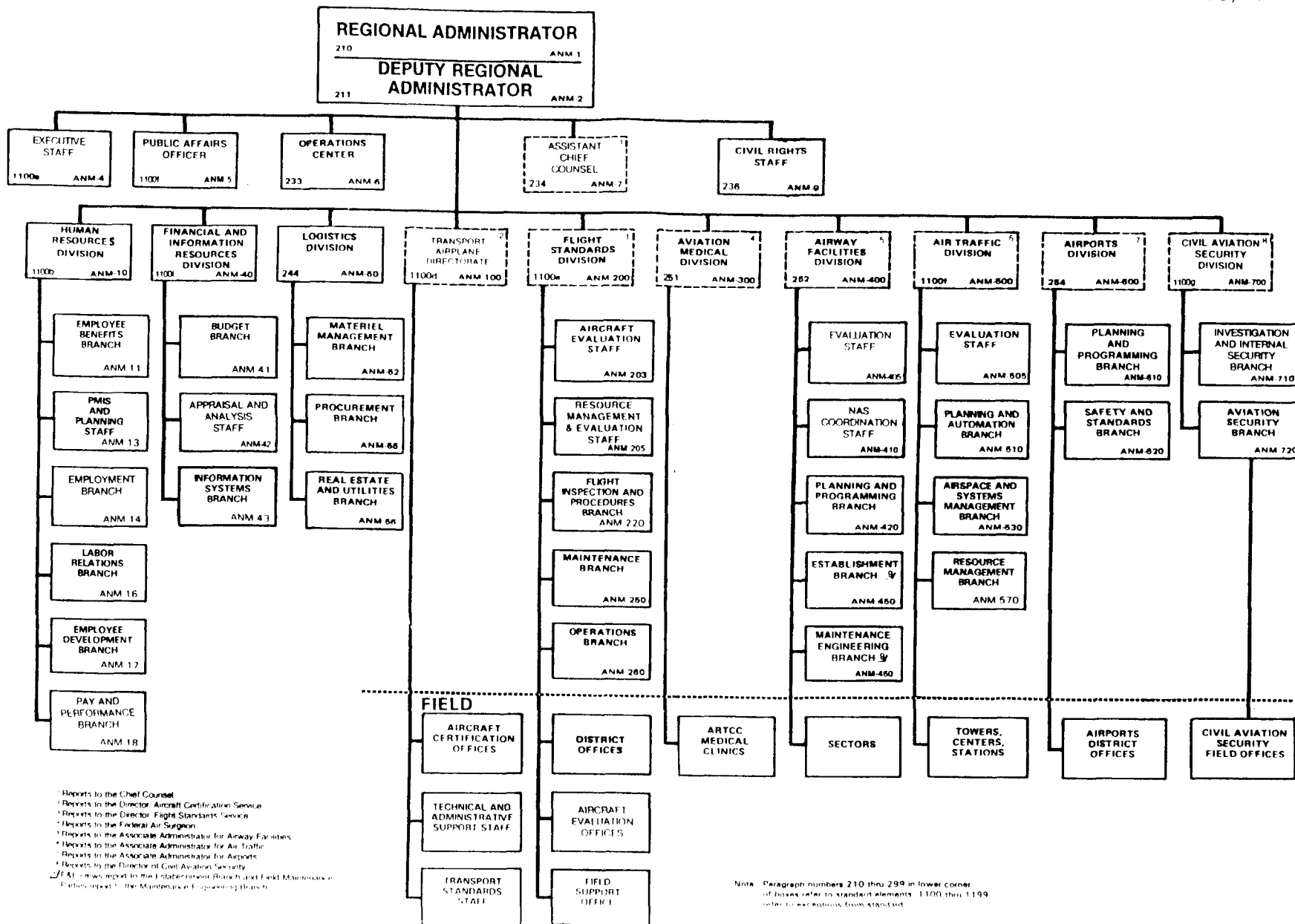


FIGURE 11-1 NORTHWEST MOUNTAIN REGION ORGANIZATION CHART

CHAPTER 11. NORTHWEST MOUNTAIN REGION

1100. GENERAL. The Northwest Mountain Region differs from the basic regional organization as described in this chapter.

* a. The Executive Staff performs the region's Congressional, aviation industry, inter-governmental, and international aviation liaison, as well as policy, planning, and service appraisal. *

b. The Northwest Mountain Region does not have an Accounting Division. The Western-Pacific Region provides accounting and data processing services to the Northwest Mountain Region.

c. The Aircraft Certification Division, paragraph 249, is the organizational element of the Transport Airplane Certification Directorate responsible for (also see paragraph 1149):

(1) FAR Part 25 transport category airplane certification and continued airworthiness programs on a national and international basis.

(2) Developing and standardizing the application of FAR Part 25 technical policies and regulations.

(3) Administering non-FAR Part 25 certification programs within the Transport Airplane Certification Directorate geographic area and coordinating with the appropriate certification directorate.

(4) Conducting Quality Assurance Systems Analysis Review (QASAR) inspections.

d. In the Flight Standards Division:

(1) Systems worthiness analysis functions are conducted as required.

(2) The region has two Aircraft Evaluation Field Groups. The functions of the groups are contained in paragraph 1150f.

(3) The Field Support Office assists field offices in operations and airworthiness in the capacity of:

(a) Educating and assisting field offices.

(b) Providing systems evaluations of certificated operators.

(c) Conducting field office evaluations.

e. The Public Affairs Staff performs the region's aviation education program function.

f. The Civil Aviation Security Division performs the emergency operation and occupational safety functions.

g. The region does not have a Manager of Administrative Systems. The administrative divisions report directly to the regional administrator.

h. The Financial and Information Resources Division performs the functions of the Budget Division, paragraph 242, and the Management Systems Division, paragraph 245. The division also:

(1) Performs the appraisal function for the region.

(2) Serves as a central point for contacts and liaison with the Office of Inspector General (OIG) and the General Accounting Office (GAO) at the regional level; develops the local position of OIG and GAO recommendations; and ensures that proposed official replies are reliable, complete, and responsive. Upon request of the Office of Accounting, provides input for use in the development of the agency position on OIG/GAO audit reports addressed to top management officials in the Washington headquarters; assists the Office of Accounting in carrying out its central control function; and develops and administers a system for:

(a) Ensuring that local commitments resulting from audits by OIG and GAO are met.

(b) Following up locally on conditions cited in OIG and GAO audit reports addressed to other regions or centers.

i. The region has an Organizational Development Consultant who serves as advisor and consultant to regional personnel by focusing on ways to increase organizational effectiveness.

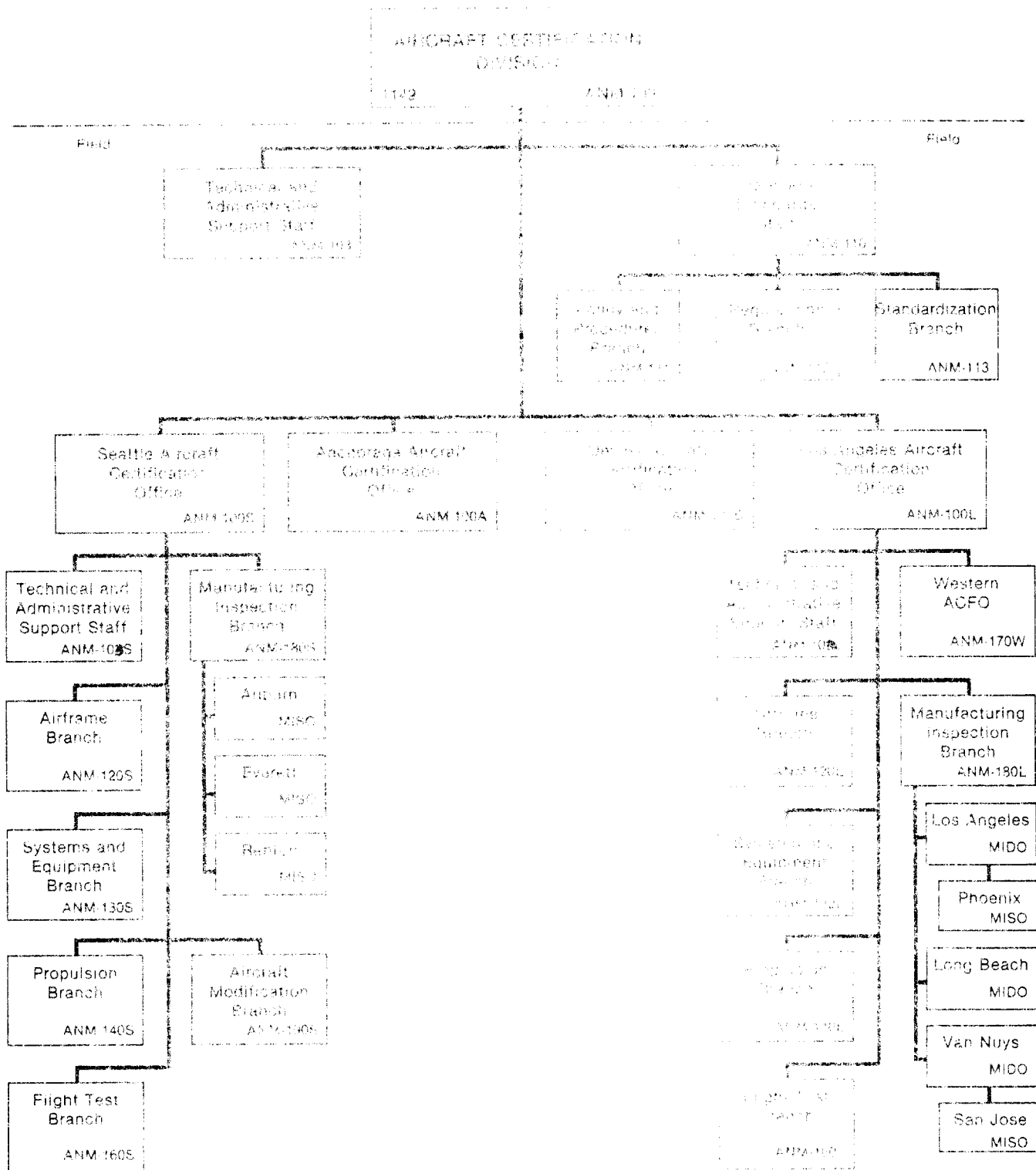
1101. STRUCTURE. The structure of the Northwest Mountain Region is shown in figure 11-1.

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AIRCRAFT CERTIFICATION DIVISION

Figure 11-3. Aircraft Certification Division



1149. AIRCRAFT CERTIFICATION DIVISION.

a. Mission. The division is a specific application of the basic organization described in paragraph 249. It is the element of the Transport Airplane Certification Directorate through which all transport category (FAR Part 25) certification programs are accomplished. With recognition of the "assigned FAR part" as Part 25, the basic organization mission statement of paragraph 249 applies. The division is under the executive direction of the Director, Aircraft Certification Service.

b. Structure. The organizational structure of the Aircraft Certification Division is shown in figure 11-3. As the operating element of the FAR Part 25, Transport Airplane Certification Directorate (TACD), it implements transport category Type Certification (TC) and Supplemental Type Certification (STC) programs worldwide. The directorate and division boundaries for FAA engineering, flight test, and manufacturing inspection mission functions encompass the Northwest Mountain, Western-Pacific, and Alaskan Regions. The division has no headquarters subelements but incorporates the following field subelements:

(1) A Technical and Administrative Support Staff and the Transport Standards Staff colocated with the division headquarters.

(2) A Seattle Aircraft Certification Office (ACO) having mission responsibilities for the States of Washington, Idaho, and Oregon in the Northwest Mountain. A Denver ACO having mission responsibilities for the States of Colorado, Wyoming, Montana, and Utah in the Northwest Mountain Region. A Los Angeles ACO having mission responsibilities for the oceanic and land areas of the Western-Pacific Region. An Anchorage ACO having mission responsibilities for the Alaskan Region.

(3) The Western Aircraft Certification Field Office (ACFO) at Hawthorne (Los Angeles), California, as a subelement of the Los Angeles ACO.

(4) Manufacturing Inspection District Offices (MIDO) at Long Beach, Los Angeles, and Van Nuys, California, as subelements of the Los Angeles ACO.

(5) Manufacturing Inspection Satellite Offices (MISO) at San Jose, California, and Phoenix, Arizona, as subelements of the Los Angeles ACO; at Everett, Renton, and Auburn, Washington, as subelements of the Seattle ACO.

c. Functions. The functions of the division, within the assigned Transport Airplane Certification Directorate boundaries, and as the organizational element of that directorate accountable for FAR Part 25 airplanes, are those functions specified for the basic organization, paragraph 249c.

d. Special Delegations. Authority to issue Supplemental Type Certificates (STC) defined as nonsignificant in Order 8000.51, Aircraft Certification Directorates, may be delegated to any Aircraft Certification Office (ACO) through its directorate. Such delegation applies to domestic- or foreign-manufactured airplanes of the transport category.

e. Special Relations. The division:

(1) Represents the DOT/FAA in contacts with the aeronautical industry, including special interest groups, general public, military services, other Federal agencies, and foreign civil airworthiness authorities on significant issues appropriate to the national interest.

(2) Reviews, as requested by higher authority, the substance of, coordinates, and recommends disposition of requests for reconsideration of original issuance, amendment, or refusal to issue or trend a TC or STC.

(3) Advises, counsels, and assists, on request, other directorates and foreign civil airworthiness authorities in the administration of their engineering and manufacturing programs for which the division has assigned interest or unique and needed technical skills.

f. Subordinate Organizations. The principal subordinate organizations of the Aircraft Certification Division and their functional assignments are as follows:

(1) Technical and Administrative Support Staff.

(a) Mission. The Technical and Administrative Support Staff is responsible for overall management and direction of the technical support and administrative management activities of the Transport Airplane Certification Directorate (TACD) through its operating element, the Aircraft Certification Division, including the Transport Standards Staff and the Seattle and Los Angeles ACO's. Broad responsibilities of the staff directly impact accomplishment of the directorate's mission on an international basis. For activities falling within assigned functions, the staff is the primary division contact office with FAA headquarters, other directorates, Office of the Secretary of Transportation (OST), and the DOT Transportation Systems Center.

(b) Functions. The staff assists the Manager, Aircraft Certification Division, in directing, coordinating, controlling, and ensuring the adequacy of the functions of elements under the manager's executive direction. The staff:

1 Develops and administers systems and procedures to facilitate the management and control of programs.

2 Appraises the division's mission, objectives, programs, policies, and accomplishments.

3 Assesses the technical adequacy of Airworthiness Directive (AD) rulemaking recommended by FAA's national and international Aircraft Certification Offices.

4 Develops and administers the division's service difficulty program.

5 Develops and establishes career development programs and training standards for division personnel, reviews directoratewide training requests, and establishes training priorities.

6 Provides leadership in the development, assurance of adequacy, and consolidation of the Transport Airplane Certification Directorate (TACD) budget program requests.

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7 Serves as the principal element of the TACD under the Manager, Aircraft Certification Division, for:

- a Program planning guidelines.
- b Budget and financial management.
- c Organization and staffing.
- d Personnel management.

e Management analysis, management information, planning, and other central services.

f Management information systems development and administration.

g Security and emergency operations for the division.

h Directoratewide word and data processing and micro-graphics systems management.

i Administrative management leadership and support.

j Coordination of interdirectorate activities.

8 With respect to the foregoing, the group:

a Develops and recommends regional, directorate, and selected national policies for issuance by the director.

b Develops and issues guidance, procedures, practices, and program plans consistent with national policies.

c Develops and recommends specific program goals and areas of emphasis to guide field program planning and performance.

d Evaluates the adequacy of existing policies, procedures, practices, and field program performance in meeting broad FAA, directorate, and division goals, as well as specific program goals.

(2) Transport Standards Staff. The Transport Standards Staff manages and acts for the division on the direction of the national programs associated with Transport Airplane Certification Directorate (TACD) responsibilities for FAR Part 25 transport category airplanes and provides regulatory procedure, policy, and standardization support to the division, including the Aircraft Certification Offices and their associated field offices. The staff has three branches:

(a) Policy and Procedures Branch.

1 Advises and participates with ACO's convening Type Certification Boards for significant projects leading to new or amended transport category TC or STC. Participation includes concurrence on certification bases, proposed special conditions, certification criteria, equivalent safety findings, flight test plans, and TC or STC recommendations.

2 Serves as focal point for providing technical advice and assistance to FAA headquarters offices and technical advice, guidance, and assistance to other directorates and division subelements.

3 Develops and recommends national policies regarding FAR Part 25 transport category airplanes for issuance by the TACD.

4 Recommends research and development projects appropriate to FAR Part 25 transport category airplanes.

5 Participates, as requested, as observer or advisor in significant transport airplane service difficulty investigation activities of the transport and other certification directorates.

6 Monitors daily issues of the Federal Register to determine which articles therein warrant ACO and/or staff notification, technical consideration, and feedback.

(b) Regulations Branch.

1 Develops, coordinates, and recommends national directives in final form for issuance by the Director of the Transport Airplane Certification Directorate (TACD) to provide technical guidance on FAR Part 25 transport category airplane TC procedures and practices.

2 Develops, coordinates, and recommends advisory circulars in final form for issuance by the TACD to provide acceptable means of compliance with FAR Part 25 standards.

3 Recommends to the TACD Regional Regulatory Review Board new, amended, and/or appendix material for FAR Part 25 transport category airplane certification.

4 Develops justification, formulates substance, coordinates, and prepares in final form for issuance by the appropriate headquarters official new and/or amended Federal Aviation Regulations and supplementary regulatory material relating to transport category airplanes.

5 Develops, coordinates, and recommends special conditions and actions on exemption petitions in final form for issuance by the TACD Director.

6 Provides staff support to the TACD Regional Regulatory Review Board.

(c) Standardization Branch.

1 Facilitates the involvement of the TACD in all foreign and domestic TC programs and assures the consistent and equitable application of FAR Part 25 airworthiness standards and technical policy worldwide.

2 Acts as the TACD focal point for all transport airplane certification projects and assures accomplishment of project officer functions in accordance with applicable Federal Aviation Regulations, FAA orders, and Airworthiness Directives.

3 Develops and coordinates the Certification Program Plan that identifies significant issues requiring TACD approval and specifies the level of delegation of certification authority to the geographic ACO.

4 Advises and confers with foreign civil airworthiness authorities and manages all foreign certification activity for which U.S. type certification under bilateral airworthiness agreements is required.

5 Represents the TACD in all appeal requests from aircraft certification offices, manufacturers, and foreign airworthiness authorities for reconsideration of established TACD policy and/or regulatory interpretations.

6 Conducts FAR Part 25 certification activity studies on a national and international basis and disseminates information to the aircraft certification offices and other directorates as may be required to share study results.

(3) Aircraft Certification Office.

(a) Mission. The Aircraft Certification Office (ACO) administers and secures compliance with agency regulations, programs, standards, and procedures governing the type design, production, and original airworthiness of aircraft, aircraft engines, or propellers and provides certification expertise in the investigation and reporting of aircraft accidents, incidents, and service difficulties.

1 The Seattle ACO is accountable for mission accomplishment within the States of the Washington, Idaho, and Oregon of the Northwest Mountain Region. The ACO has special mission responsibility for transport airplane programs of the Boeing Company.

2 The Los Angeles ACO is accountable for mission accomplishment within the land and oceanic area of the Western-Pacific Region and has special mission responsibility for transport category airplane programs of the McDonnell Douglas Corporation and Lockheed-California Company.

3 The Denver ACO is accountable for mission accomplishment within the States of Colorado, Wyoming, Montana, and Utah of the Northwest Mountain Region.

4 The Anchorage ACO is accountable for mission accomplishment within the Alaskan Region.

(b) Functions. The office:

1 Assures compliance with agency regulations, programs, standards, and procedures governing:

a The certification of type design, production, and original airworthiness of aircraft, engines, and propellers.

b The approval of materials, parts, appliances, and replacement and modification parts for use on civil aircraft.

2 Assures prompt investigation and effective processing of violations of regulations.

3 Assures surveillance of production approval holders and suppliers in accordance with pertinent agency directives.

4 Implements internal audit systems for the review, evaluation, and improvement of aircraft certification programs.

5 On request, provides aircraft certification expertise in the investigation and analysis of aircraft accidents and incidents.

6 Implements systems for the evaluation and analysis of service difficulties and for initiating necessary corrective action.

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7 Issues, amends, suspends, or cancels airworthiness certificates, approved production inspection system authorizations, technical standard order authorizations, and parts manufacturer approvals.

8 Chairs type and production certification boards and provides for representation to flight operations evaluation and maintenance review boards.

9 In response to annual Calls for Estimates and in the administration of assigned budget allocations, promotes the efficient, effective, and economic utilization of FAA resources in the conduct of certification programs.

10 Appoints and monitors the activities of Designated Engineering Representatives (DER), Designated Manufacturing Inspection Representatives (DMIR), Designated Airworthiness Representatives (DAR), and Designated Alteration Station (DAS).

11 Recommends technical policies, guidance, and standards related to type certification programs and service difficulty actions.

12 Monitors, evaluates, and acts to assure the continued airworthiness of products approved within the boundary of ACO responsibility.

13 Implements a procedure such that the Manager, Aircraft Certification Division, is promptly informed of any pending AD action that is of an emergency nature or portends controversy.

14 Secures, as required by type certification bases, compliance with applicable noise certification standards of FAR Part 36 and other environmental regulations promulgated by FAA or other agencies.

15 Develops and recommends for approval and issuance by the Director, Aircraft Certification Service, or, as delegated, approves and issues type or supplemental type certificates, amendments, suspensions, or cancellations thereof.

16 Exercises signature authority as delegated by the Manager, Aircraft Certification Division.

17 Approves Airplane Flight Manuals for airplane type certificated within the purview of the ACO.

18 Maintains close liaison with the major domestic transport manufacturers; e.g., Boeing (Seattle ACO) and McDonnell Douglas and Lockheed-California (Los Angeles ACO).

19 Provides, on request, technical advice and assistance to the division, Washington headquarters elements, other regions, and FAA field offices within the ACO jurisdiction.

(c) Line Authority.

1 The Los Angeles ACO exercises line authority over the Western (Hawthorne, CA) Aircraft Certification Field Office (ACFO).

2 The Seattle and Los Angeles Aircraft Certification Offices exercise line authority over airframe, systems and equipment, propulsion, flight test, and manufacturing inspection technical branches. Additionally, the Seattle ACO exercises line authority over an aircraft modification technical branch. The Western ACFO exercises line authority over airframe, systems and equipment, propulsion, flight test, and aircraft modification technical sections.

3 The Seattle and Los Angeles Aircraft Certification Offices assure close interface and utilize the necessary technical service of directorate region Flight Standards Divisions via their Aircraft Evaluation Groups (AEG) or organizational equivalents for type, amendment, or supplemental type certification processes and for AD Review Board meetings.

1150. FLIGHT STANDARDS DIVISION.

a. Mission. The Flight Standards Division differs from the standard regional Flight Standards Division described in paragraphs 250a, 250c(2), and applicable portions of 250c(3).

b. Structure. The organizational structure of the Flight Standards Division is shown in Figure 11-1.

c. Functions. The standard functions of the division are prescribed in paragraph 250. Functions and responsibilities unique to the aircraft certification directorate for transport category airplanes concerning the Aircraft Evaluation Groups are contained in paragraph 1150f(5).

d. Special Delegations. The division manages and directs all operational and maintenance aspects of the aircraft certification directorate responsibilities for transport category airplanes including:

(1) Line management of the field Aircraft Evaluation Groups.

(2) The necessary evaluation and participation in aircraft simulation and flight tests to ensure that operational characteristics of new or modified transport category airplanes are suitable for FAR Parts 91, 121, or 135 service, and other appropriate operation regulations.

(3) Representation and operational coordination for all transport aircraft type certification boards, airworthiness directive boards, flight manual review boards, etc.

(4) Serving as chairperson for, and participation in, Flight Operations Evaluation Boards, Flight Standardization Boards, and Maintenance Review Boards.

(5) The issuance of Flight Operations Evaluation Board, Flight Standardization Board, and Maintenance Review Board findings; including Master Minimum Equipment Lists, training programs, maintenance programs or other related items, and coordination on all initial issuances of airplane flight manuals and/or changes to airplane flight manuals.

(6) The maintenance of liaison with manufacturers and operators regarding the operational aspects of transport airplane development, certification, or operational implementation of FAA-certificated transport airplanes under the responsibility of the aircraft certification directorate.

e. Reserved.

f. Subordinate Organizations. Additional elements include two Aircraft Evaluation Groups which serve as field elements under the line supervision of the Flight Standards Division and are physically colocated with the respective Los Angeles and Seattle Aircraft Certification Offices.

(1) Aircraft Evaluation Groups. Each Aircraft Evaluation Group (AEG) provides all the applicable technical services of the Flight Standards Division for the respective Aircraft Certification Office, Manufacturing Inspection District Offices, or other regional offices necessary to support operational consultation, evaluation, and coordination of certification, implementation, and continued operation of the aircraft program for which it is assigned responsibility. The Aircraft Evaluation Groups perform that portion of the division's program pertaining to the:

(a) Establishment, conduct, participation, coordination, and, when applicable, providing a chairperson or member of technical boards, such as:

- 1 Flight Operations Evaluation Boards (FOEB).
- 2 Maintenance Review Boards (MRB).
- 3 Flight Standardization Boards (FSB).
- 4 Type Certification Boards (TCB).
- 5 Flight Manual Review Boards (FMRB).

(b) Coordination on changes to Airplane Flight Manuals (AFM) both type certification and supplemental type certification projects.

(c) Establishment, revision, and dissemination, as necessary, of Master Minimum Equipment Lists (MMEL) related to air carrier airplane (transport category) type certificated in the Northwest Mountain Region or other regions for which AEG responsibility has been assigned to the Northwest Mountain Region.

(d) Receipt, review, and appropriate follow-up action, as necessary, of assigned aircraft Service Difficulty Reports (SDR).

(e) Participation in the development of Airworthiness Directives (AD) for rulemaking purposes.

(f) Evaluation of assigned new or modified aircraft types for compatibility and compliance with pertinent operating rules such as FAR Parts 43, 61, 63, 91, 97, 121, 129, and 135, pertinent Aviation Standards orders or other service orders related to air traffic, facilities, or airports, ICAO references, FAA advisory circulars related to flight operations or maintenance, and other applicable FAA policies to determine suitability of the aircraft for air carrier service where compliance is sought.

(g) Review and coordination of transport Airplane Flight Manuals (AFM) and/or changes to AFM's.

(h) Establishment and maintenance of appropriate liaison with FAA headquarters, regions, and district offices in matters concerning operational evaluation of specific new or modified transport category aircraft.

(i) Establishment of operational evaluation requirements and representation of the Flight Standards Division in participation with the Seattle and Los Angeles Aircraft Certification Offices in type certification testing, supplemental type certificate testing, function and reliability testing, and other proceedings related to transport category airplanes certification. Where necessary, this will involve flight time allocation during certification flight test proceedings so that appropriate findings can be made by qualified individuals.

(j) Representation of the Flight Standards Division, and, where designated, the aircraft certification directorate, in meetings and consultations with FAA offices and services, industry, U.S. military, NASA, other governmental organizations, ICAO, and other international agencies in matters concerning specific new or modified transport category airplane types assigned to the office.

(k) Consultation and assistance to the region's AEG staff and/or to FAA headquarters offices in the development of draft national policies or projects for rules, procedures, orders, advisory circulars, or other matters related to aircraft operations and maintenance under FAR Parts 43, 61, 63, 91, 97, 121, 129, and 135, which pertain to lead region functions for certification of transport category airplanes or assigned airplane types.

(l) Maintenance, knowledge, appropriate execution, or recommendation of FAA actions related to manufacturer service bulletins, manufacturer or airline aircraft operating problem meetings, or other pertinent activities pertaining to flight operations and assigned aircraft types.

(m) Consultation and assistance to lead region AEG staff and/or to FAA headquarters in the development of draft Air Carrier Operations Bulletins or Operations and Maintenance Alerts that pertain to assigned airplane types or operating rules.

(n) Review, surveillance, and approval of regional transport category airplane manufacturers' FAR Part 121 training programs, including programs for existing, new, and/or modified aircraft. This responsibility may be delegated, as necessary, to ACDO's or FSDO's in the geographical area, when appropriate.

(o) Technical consultation provided to other FAA regions, services, branches, or staffs, FSDO's, ACDO's, or GADO's, POI's, PMI's, FIP staffs, or other organizations, as appropriate, on technical matters related to the operation or maintenance of transport aircraft types for which the office has the assigned responsibility.

(p) Liaison of FAA with manufacturer - or operator-sponsored aircraft operating problem meetings, when requested, and providing any necessary FAA follow-up actions as a result of such meetings.

(q) Assistance in accident or incident investigations, analysis, and implementation of corrective actions, related to the particular aircraft types assigned, when requested.

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CHAPTER 12. ALASKAN REGION

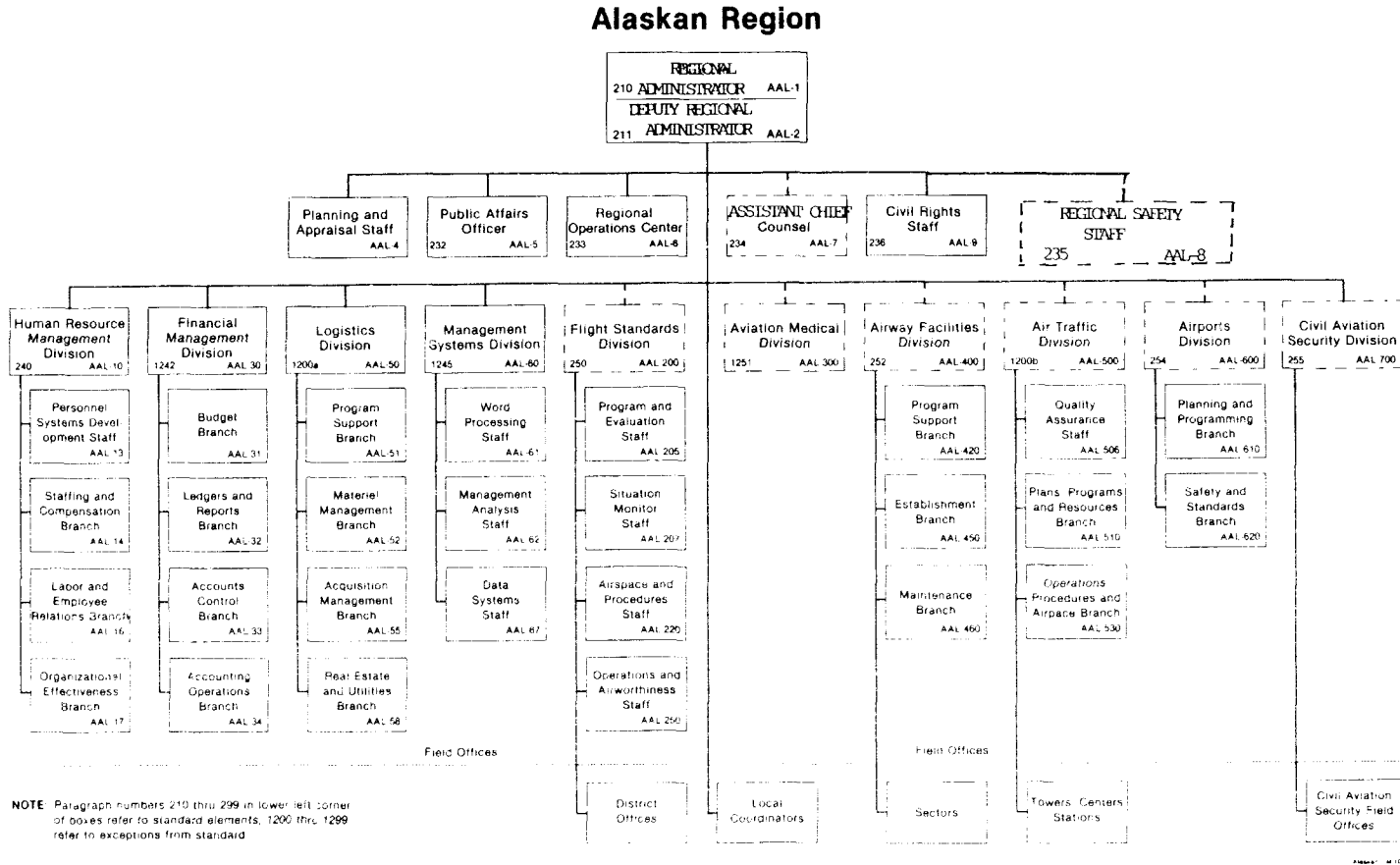


Figure 12-1. Alaskan Region Organization Chart

CHAPTER 12. ALASKAN REGION

1200. GENERAL. The Alaskan Region differs from the basic regional organization as described in this chapter.

a. The Logistics Division, paragraph 244, develops and administers a system for handling all protests and inquiries concerning the propriety in the award or administration of regional contracts, ensures objective determination of the facts; evaluates validity of the protest and develops the regional position; prepares and coordinates the regional reply, including coordination with the Assistant Chief Counsel; follows up to ensure that any promised action is accomplished; and refers all questions pertaining to the legal aspects of protests and inquiries to the Assistant Chief Counsel.

b. In the Air Traffic Division, the International Aviation Officer function is assigned to the Manager, Air Traffic Division, as collateral duty.

c. The Financial Management Division performs the functions of the basic Accounting Division, paragraph 241, and Budget Division, paragraph 242 (see paragraph 1242).

d. The functions of the Management Systems Division (see paragraph 1245) include reviewing regional program performance, managing the regional word processing program, and administering the Privacy and Freedom of Information Acts.

e. The functions of the Aviation Medical Division (see paragraph 1251) include medical advisory services and the medical transportation program which are peculiar to the region.

f. The local coordinators perform the functions described in paragraph 275.

1201. STRUCTURE. The structure of the Alaskan Region is shown in figure 12-1.

1242. FINANCIAL MANAGEMENT DIVISION.

a. Mission. This division provides financial management advice to the director and other regional officials, provides accounting services and assures adequate financial controls, ensures that regional budgetary needs are defined and effectively presented to FAA headquarters, assures that funding and staffing allocations are effectively utilized, and serves as a central point for regional liaison with AAA/ABU/OST/GAO/OIG.

b. Structure. The organizational structure of the Financial Management Division is shown in figure 12-1.

c. Functions. The Financial Management Division:

(1) Formulates, reviews, presents, and executes the regional budget. Ensures the accuracy, financial integrity, and timeliness of budget submissions, and conformance to budget standards and policies. Provides financial management information to the regional administrator and other key regional officials. Develops supplementary instructions required for regional purposes.

(2) Prepares budget estimates, working with all elements of the region in analyzing and determining the content of such estimates. Compiles budget estimates, recommending to the regional administrator the levels of personnel and fund requirements necessary to accomplish the regional mission.

(3) Administers the fiscal work programs of the region by assuring the internal allocation of funds in accordance with their availability and time-phased needs of each program, assuring adherence to staffing allocations and fiscal limitations.

(4) Develops requirements for financial management and budgetary reporting. Designs and installs local accounting systems and procedures for the region. Initiates and, in coordination with representatives of other divisions, develops implementing procedures for integrating physical property records with the monetary accounting systems.

(5) Installs and maintains the agency accounting system as applicable to the region, to provide effective services and accounting control relating to funds, property, and other assets, liabilities, costs, and revenues of the region. Within the design and specifications of the agency system, provides for amplification to meet special regional needs.

(6) Operates the regional accounting and financial reporting systems; interprets agency accounting and travel policies and regulations.

(7) Analyzes and presents accounting data to regional officials for management attention and decisionmaking. Provides historical financial information for all regional purposes.

(8) Provides advice on proposed and existing contracts, agreements, and all other pertinent proposals. Assures the effective flow of financial documents, including those reflecting custodianship of Government property.

(9) Performs the audit liaison responsibilities except for the handling of protests and inquiries which is assigned to the Logistics Division (see paragraph 1200a).

(10) Serves as a central point for contacts and liaison with the OST Office of the Inspector General and GAO at the regional level. Coordinates the local position on OST and GAO recommendations and ensures that proposed official replies are reliable, complete, and responsive. Develops and administers a system for ensuring that the local commitments resulting from audits by OST and GAO are met. Assists the FAA headquarters Office of Accounting in carrying out its central control function.

(11) Provides regional management with independent evaluation of financial data supporting cost versus benefit analyses; proposals involving acquisition, disposal, or relocation of assets; management studies having cost implications; and adequacy and effectiveness of cost reporting.

(12) Collaborates with the FAA headquarters Office of Accounting in the development of agency accounting policies, plans, standards, and procedures.

(13) Provides imprest fund cashier and disbursement services.

(14) Manages the manpower (labor) distribution reporting system, the accounting portion of the project costing system, the accounting portion of the regional Materiel Management Accounting System, and the accounting portion of the Personal Property In-Use System.

d. Special Delegation. Reserved.

e. Special Relations. Reserved.

1245. MANAGEMENT SYSTEMS DIVISION.

a. Mission. Reviews regional program performance and conducts indepth problem analysis and special purpose studies on behalf of the regional administrator. Provides a broad review of program interrelationships and furnishes summary information on a timely basis to identify strength and deficiencies within and among regional programs.

b. Structure. The organizational structure of the Management Systems Division is shown in Figure 12-1.

c. Functions. In addition to the functions prescribed in paragraph 245, the division:

11. Manages the regional word processing program.
12. Provides staff support to the director in managing the regional Area/Local Coordinator Program.
13. Administers the regional programs in support of the Privacy Act and Freedom of Information Act.
14. Administers the Regional Goals and Objectives Program.
15. Evaluates the effectiveness of assigned programs and functions throughout the region.
16. Acts as the lead organization for position management within the region.
17. Administers the region's Conference Management Program.

1251. AVIATION MEDICAL DIVISION. The Alaskan Region Aviation Medical Division performs certain functions in addition to those prescribed in paragraph 251.

c. Functions. The division:

(8) Provides medical services to personnel of field offices in the Anchorage area through the use of the two physicians and two occupational health nurses assigned to the regional headquarters Aviation Medical Division. The Alaskan Region does not have a clinic at the Anchorage Air Route Traffic Control Center. However, the Medical Clinic in the regional headquarters building, which is located a short distance from the Center and other Air Traffic facilities in the Anchorage area, performs all air traffic control specialist annual examinations and provides an occupational health program for all employees in the Anchorage area.

(9) Conducts periodic visits field offices and facilities to advise and assist on medical matters. Additionally, in the Alaskan Region, an extensive occupational health program is carried on at our field locations due to their remoteness from medical support. This program includes medical clinics with examination of employees and dependents with medical problems, immunizations, and biennial chest X-ray screening programs. In addition, an education program in medical self-help/first aid courses and cardiopulmonary resuscitation (CPR) is conducted in the regional headquarters area, as well as at remote stations on a recurring biennial program.

(10) Provides medical advisory services to personnel and dependents at remote field stations where no medical services are available on a 24-hour, 7-days-a-week basis. Telephone contact with a physician (either FAA, employee's personal physician, or Public Health Service Medical Officer-in-Charge) is via the Regional Communications Control Center, if during other than regular working hours.

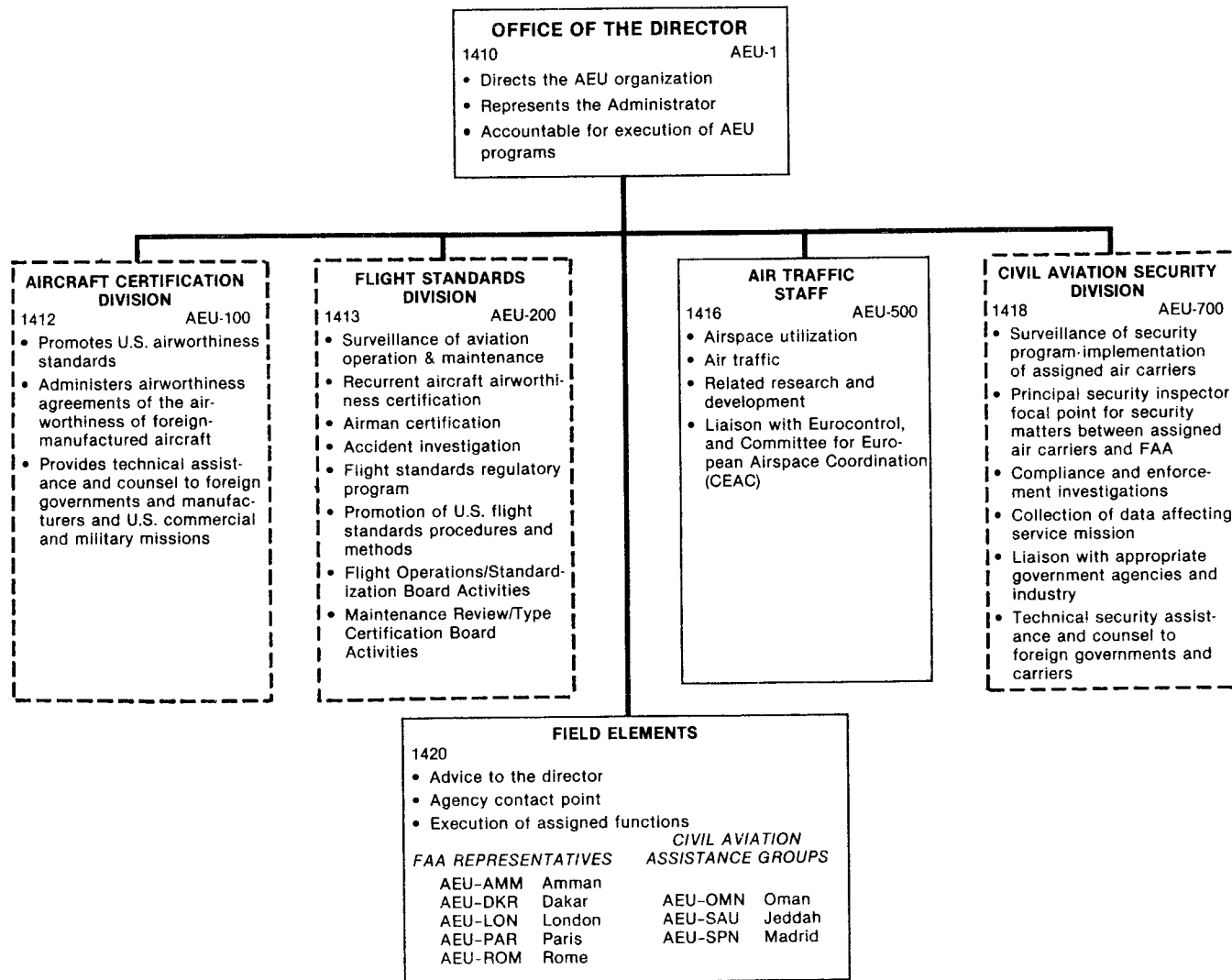
(11) Monitors an "emergency" medical transportation program for employees and/or dependents assigned to remote field stations with no medical facilities which provides transportation to the nearest location where emergency treatment can be administered, in accordance with Section 9(1)(1) of the Department of Transportation Act.

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CHAPTER 14. EUROPE, AFRICA, AND MIDDLE EAST OFFICE

Figure 14-1. Europe, Africa, and Middle East Office Organization Chart



CHAPTER 14. EUROPE, AFRICA, AND MIDDLE EAST OFFICE

1400. MISSION. The Europe, Africa, and Middle East Office (AEU) discharges the responsibilities of the Federal Aviation Administration within the assigned areas of Europe, Africa, and the Middle East, including the Azores, Iceland, the Soviet Union, and all countries on the continent west of Pakistan working in coordination and conjunction with elements of U.S. diplomatic missions with a view to:

a. Encourage and foster the development of civil aeronautics and air commerce.

b. Provide for the safety and efficiency of United States aviation.

1401. FUNCTIONAL ORGANIZATION. The functional organization of the Europe, Africa, and Middle East Office is shown in figure 14-1.

1402. FUNCTIONS. Subject to policy guidance received from headquarters, all technical programs and nontechnical activities with foreign nationals and foreign governments conducted by the director, the director's organization, or straightline organizations will be carried on with the full knowledge and in accordance with the advice or approval of the ambassadors or deputy chiefs of missions of United States Representative's Office, North Atlantic Treaty Organization, and United States Missions to the European Economic Commission, and other diplomatic missions in the area. Under these arrangements, the organization, within its assigned area of responsibility:

a. Represents FAA in agency relationships with civil and military officials of the U.S. Government, with United States aviation officials, with regional officials of the International Civil Aviation Organization (ICAO), and International Air Transport Association (IATA), Eurocontrol, Committee for European Airspace Coordination, Civil Aviation Policy Committee, Organization for European Cooperation and Development, and other international organizations in Europe, Africa, and the Middle East.

b. As specifically designated, provides representation on standing international committees in the aviation field, reporting to and receiving guidance and resource support from interested Government agencies.

c. Exchanges, with foreign governments, information pertaining to civil aeronautics.

d. Plans and executes the international programs of the agency, in the assigned geographic area, relating to research, development, technical assistance projects, and promotion of FAA safety standards and procedures; and special projects as assigned.

e. In conjunction with civil air attaches, commercial attaches, and other mission elements, where appropriate, promotes the development of civil aviation and of U.S. interests relating to civil aviation.

f. Promotes the common system of air traffic control and navigation for both civil and military aircraft.

g. Provides representation for FAA at regional meetings of the International Civil Aviation Organization and other international organizations in respect to regional aviation matters, as directed by the Associate Administrator for Policy, Planning, and International Aviation.

h. Fosters civil aviation assistance in accordance with agency policy and coordinates agency activities in the area with such assistance.

i. Provides coordination for technical assistance as requested by FAA headquarters.

j. Participates, as requested by the Director of International Aviation (AIA), in the negotiation and implementation of reimbursable agreements with foreign governments, parties, or international organizations.

k. Provides information to FAA managers on the civil aviation security programs of the agency designed to prevent hijackings, sabotage, and other criminal acts against aviation and to facilitate the exchange and assessment of security threat data.

l. Appraises overall mission accomplishment in Europe, Africa, and the Middle East. Ensures that executive directors and associates are notified of the governmental reaction to U.S. plans and programs, as well as possible barriers to achieving desired program objectives.

m. Identifies, coordinates, facilitates, and advocates positions on local issues that cross program lines. Provides leadership to ensure that operational plans and programs are fully coordinated.

n. Coordinates, in advance, routine and non-routine travel to Europe, Africa, and the Middle East, excluding routine travel by employees of the Aviation Standards National Field Office in performance of their assigned functions. Coordination of travel is particularly important in the international arena. Before any FAA operating official visits a foreign country in these areas, AEU-1 must receive advance notification of the planned trip. In addition, AIA-1 should be notified. The notification will allow AEU-1 to contact the appropriate government officials in time to brief the FAA operating official who will be visiting the foreign country. In rare instances of operational emergency, travel may be conducted without prior approval. In such cases, AEU-1/AIA-1 shall be notified at the earliest practicable dates.

o. Participates in policy, planning, and budget formulation.

p. Interfaces with industry, the public, and various governmental bodies in Europe, Africa, and the Middle East. AEU-1 is the senior FAA spokesperson for Europe, Africa, and the Middle East.

q. Participates in selection of key functional managers in AEU.

r. Participates in rating key functional managers in AEU.

s. Represents FAA with U.S. Embassies in Europe, Africa, and the Middle East. This includes responsibility for securing Embassy approval of FAA staffing and for providing administrative support.

t. Manages Civil Aviation Assistance Groups (CAAG) in its geographic area.

u. Provides, as approved by the appropriate executive director, advice and staff assistance to the managers of the Flight Standards, Air Traffic, and Civil Aviation Security staffs.

1403. SPECIAL DESIGNATIONS. As officially and individually designated by the agency and approved by the Department of State, the director is:

a. The United States Civil Member of the Committee for European Airspace Coordination (CEAC) of NATO.

b. United States observer to Eurocontrol, reporting as such to the Interagency Group on International Aviation (IGIA) through U.S. Embassy channels to the Department of State.

1404. DELEGATION OF AUTHORITY.

a. The Director, Europe, Africa, and Middle East Office, derives authority from the Administrator through the Executive Director for Policy, Plans, and Resource Management and the Associate Administrator for Policy, Planning, and International Aviation. The director is delegated authority to take any action with respect to assigned responsibilities and functions, subject to agency policies, standards, and procedures, to the technical guidance of offices and services, and to limitations prescribed by the Associate Administrator for Policy, Planning, and International Aviation.

b. Where agency policy, standards, and procedures have not been established, the Director, Europe, Africa, and Middle East Office, shall request guidance from headquarters. In the event of conflict or contradiction between or among objectives, policies, technical or professional standards, guidance, and procedures, the director shall report such problems to the appropriate level in the agency. In the event of conflict between these and delegated authority, the director shall first attempt to resolve the conflict with the issuing authority; if the matter is not satisfactorily resolved, it should be referred to the Associate Administrator for Policy, Planning, and International Aviation. Pending resolution or in the event of an emergency, the director is authorized to take such actions as necessary and consistent with agency interest, objectives, and policy. Regardless of delegated authority, the director should submit any matter to FAA headquarters for advice, decision, or action whenever it is of sufficient significance to warrant such attention.

1405. GENERAL LIMITATIONS ON DELEGATION OF AUTHORITY.

a. In exercising delegated authority, the director shall take no action that is in conflict with any of the following:

(1) The Federal Aviation Act and Federal Aviation Regulations, as they apply to FAA statutes, Executive orders, agreements, Department of Transportation Regulations, or Governmentwide regulations.

(2) International treaties, agreements, commitments, policies, political or protocol requirements, or instructions of United States Ambassadors, in countries to which they are accredited.

(3) Policies, program objectives, directives, and instructions issued by or on behalf of the Administrator.

(4) Program guides, standards, systems, and procedures promulgated by an executive director, an associate administrator, or the head of an office or service, to the extent that they are applicable to the Europe, Africa, and Middle East Office (AEU). Where agency program guides, standards, systems, and procedures have not been established, the director shall request guidance from FAA headquarters.

b. In exercising delegated authority, the director shall ensure that required program approvals are obtained from the cognizant offices or services before action is taken.

c. The authority delegated herein does not include authority for those actions which are reserved to an executive director or associate administrator, or performed for the Europe, Africa, and Middle East Office by an office or service. These include, but are not limited to, actions in:

(1) Employee development, training, personnel management, labor management relations, and wage rates.

(2) Investigations and security.

(3) Accounting and payroll services.

1406. SPECIAL RELATIONS.

a. FAA headquarters components provide the Europe, Africa, and Middle East Office with the same services that are furnished offices and services located in Washington. Certain administrative support services are also provided to its overseas offices by the local U.S. Embassies (American Consulate General in the case of the Frankfurt and Jeddah offices). These services are provided under reimbursable agreements between the Department of State and FAA.

b. As requested or approved by the Director of International Aviation on a case-by-case basis, AEU provides technical advice and assistance to foreign governments on the planning and development of aviation matters in which it has capability; when AEU does not have such capability, the appropriate headquarters office or service provides or arranges for such assistance and for the assignment of appropriate talent to AEU in coordination with AIA. When a foreign government requests AEU to provide such technical advice and assistance or otherwise participate in activities in which it does not have the capability, AEU is responsible for obtaining approval of FAA headquarters through AIA prior to making a commitment.

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* c. Withdrawn - CHG 16.

d. Assistant administrators and associate administrators exercise operational and technical functional authority over the straightline operational program elements located in the Europe, Africa, and Middle East Office's area of operations. The Director, Europe, Africa and Middle East Office, will provide logistical and local administrative support to the straightline operational elements and liaison service between these elements and the respective U.S. Embassies and Consulates. Straightline organizations will provide the Director, Europe, Africa, and Middle East Office with any and all support needed to fully discharge the responsibilities of that office. *

1407.-1409. RESERVED.

1410. DIRECTOR, EUROPE, AFRICA, AND MIDDLE EAST OFFICE. The director:

a. Plans, directs, and coordinates all non-operational activities of the Europe, Africa, and Middle East Office.

* b. Represents FAA, under the executive direction of the Assistant Administrator for Policy, Planning, and International Aviation, on all matters within the director's jurisdiction. *

c. Serves as the senior FAA spokesperson for Europe, Africa, and the Middle East Office.

1411. RESERVED.

*1412. AIRCRAFT CERTIFICATION DIVISION. The Aircraft Certification Division, Europe, Africa, and the Middle East:

a. Administers the Aircraft Certification Regulatory Program within the geographical boundaries of Europe, Africa, and Middle East Office in support of the Aircraft Certification Directorates.

b. Advises and assists the Director, Aircraft Certification Service, on aircraft certification activities within the geographical boundaries of Europe, Africa, and the Middle East and on aircraft certification issues involving the aviation authorities of other countries within its boundaries. *

1413. FLIGHT STANDARDS DIVISION. The Flight Standards Division is responsible for flight standards matters, airmen, operators, and continuing airworthiness matters. The division is under the executive direction of the Director, Flight Standards Service. The division provides staff assistance to the director and program support to FAA Representatives, regarding the:

a. Inspection, certification, and surveillance of flight operations and maintenance activities of U.S. air carriers Part 129 operators, and commercial operators; providing assistance as requested by other certificate-holding regions in the inspection and surveillance of air carriers, commercial and air taxi operators; inspection and surveillance of general aviation operating U.S.-registered aircraft within the area.

b. Inspection, certification, and surveillance of maintenance facilities of U.S. scheduled and supplemental air carriers, commercial operators, repair stations, and foreign air carrier parts pool facilities.

c. Recurrent airworthiness certification and the continuing airworthiness of air carrier and general aviation aircraft.

d. Examination, certification, and surveillance of FAA-certificated flight and maintenance airmen and instructors; utilization, selection, and surveillance of designated examiners of FAA.

e. Inspection of airport and airway facility systems from the standpoint of their adequacy for use by U.S. carriers and other U.S. operators.

f. Reporting and investigation, or participation in the investigation of, accidents involving U.S.-registered aircraft, U.S.-manufactured aircraft, and violations, as appropriate.

g. Evaluation of technical adequacy of field program performance.

h. Preparation of office directives to implement agency policies and standards and recommending their approval by the director and prescribing office goals and areas of emphasis to guide field office program planning and performance.

* i. Providing limited technical advice or assistance to U.S. embassies, * foreign governments, and aeronautical establishments concerning flight standards procedures, practices, and policies.

j. Promotion and encouragement of foreign governments' and industries' acceptance and adoption of U.S. flight standards policies, procedures, and methods to establish a commonly acceptable level of safety.

k. Establishment of operations and maintenance standards through participation in the activities of the:

- (1) Flight Operations Evaluation Board.
- (2) Flight Standardization Board.
- (3) Maintenance Review Board.
- (4) Type Certification Boards.

* l. Manages and controls, in coordination with the Assistant Administrator for Policy, Planning, and International Aviation obligations of division funds ensuring that obligations or expenditures do not exceed the amount(s) received in suballowances.

m. Prepares, in coordination with the Assistant Administrator for Policy, Planning, and International Aviation, the budget for Flight Standards regional programs.

*

*1418. CIVIL AVIATION SECURITY DIVISION. The Civil Aviation Security Division assures the effectiveness of the U.S. flag and foreign air carrier security programs as required by Federal Aviation Regulations (FAR) Part 108 and Section 129.25 and promotes common systems between the United States and those countries from which aircraft operate into the United States or into which U.S. flag carriers conduct operations. The division is under the direction of the Director of Civil Aviation Security Operations. The division provides staff assistance to the Director, Europe, Africa, and Middle East Office and ensures that the director is fully briefed on all activities of the division in its area of responsibility; provides program support to the FAA Representatives; and directs the activities of the Civil Aviation Security International Field Offices (CASIFO) and Civil Aviation Security International Field Units (CASIFU) assigned to it. The division: *

a. Conducts agency safety programs for the prevention of criminal acts against air transportation as prescribed in the Federal Aviation Act, as amended by the Antihijacking Act of 1974, the Air Transportation Security Act of 1974, and applicable Federal Aviation Regulations.

* b. Conducts security assessments of certain foreign airports as required by the International Security and Development Cooperation Act of 1985 (Public Law 99-83). *

c. Establishes and maintains principal security inspector relationship with assigned foreign air carriers as prescribed in Order 1650.14, Aviation Security Handbook.

d. Establishes and maintains contact with U.S. flag carriers and foreign air carriers operating in the region regarding all pertinent aviation security matters.

e. Inspects and monitors U.S. air carrier operations subject to FAR Section 121.538 and foreign air carrier operations subject to FAR Section 129.25.

f. Provides technical security guidance to foreign air carriers subject to FAR 129.25 and reviews security program information and implementation by carriers for effectiveness.

g. Conducts security and enforcement investigations, including corrective action and/or recommendation for legal actions.

h. Meets with foreign government civil aviation counterparts and other appropriate officials at the foreign governments' national level, as well as with lower level officials (State and local) of organizations and agencies, to exchange technical security information.

i. Collects, assembles, and evaluates information affecting the safety of civil aviation; reports priority matters to the Director of Civil Aviation Security; and disseminates pertinent information to other U.S. Government authorities, industry, and appropriate foreign aviation authorities.

j. Provides technical security information and guidance to civil aviation counterparts of foreign governments.

* k. Manages and controls, in coordination with the Office of Civil Aviation Security Operations, obligations of division funds ensuring that obligations or expenditures do not exceed the amount(s) received in suballowances.

l. Provides technical advice and assistance, as well as administrative support, to Civil Aviation Security Liaison Officers (CASLO). Coordinates the activities of the CASIFO's and CASIFU's with CASLO's to ensure a consolidated position is maintained in dealing with host governments, air carriers, U.S. Embassies, and other organizations having an interest in civil aviation security.

*

1416. FIELD ORGANIZATION. Field operations are conducted by FAA Representatives and Civil Aviation Assistance Group (CAAG) Managers. Line authority runs from the director to these FAA Representatives and CAAG Managers, who report directly to the director and exercise comprehensive line authority over the FAA operations performed out of those offices. Headquarters staff officers have no line authority over the FAA Representatives.

1417. FUNCTIONS OF FIELD ELEMENTS. The field elements plan, direct, coordinate, and administer the execution of all agency programs assigned by the director. In this capacity, these officials represent and are directly responsible to the director for the performance of FAA programs and functions, the development of resource requirements (including physical, materiel, and personnel), and the effective economical utilization of assigned resources. The Europe, Africa, and Middle East Office has offices at the following locations:

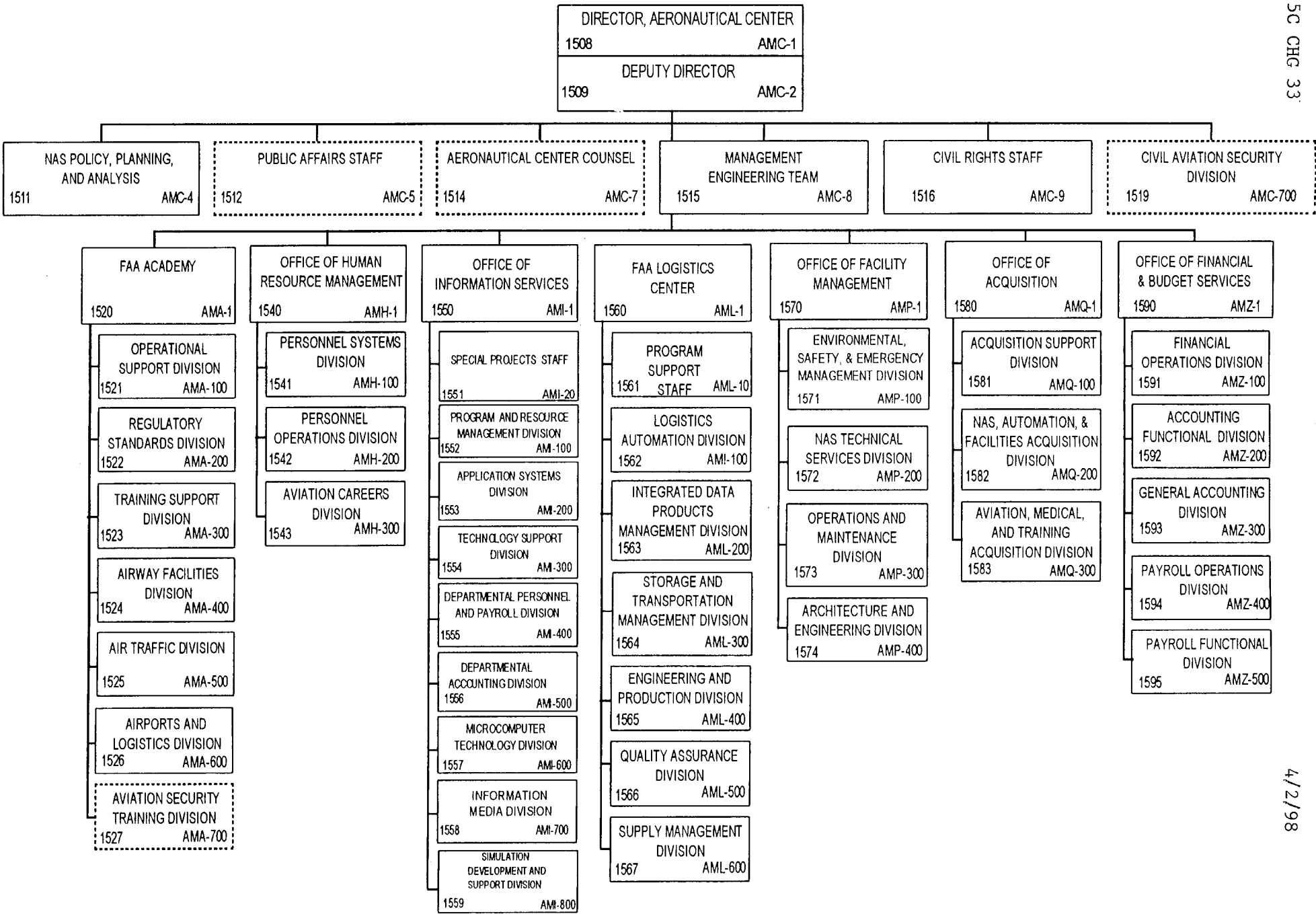
- a. FAA Representative, Rome, Italy.
- b. FAA Representative, London, England.
- c. FAA Representative, Paris, France.
- d. FAA Representative, Dakar, Senegal.
- e. FAA Representative, Amman, Jordan.
- f. CAAG Manager, Muscat, Oman.
- g. CAAG Manager, Madrid, Spain.
- h. CAAG Manager, Jeddah, Saudi Arabia.

CHAPTER 15. MIKE MONRONEY AERONAUTICAL CENTER

Figure 15-1. AERONAUTICAL CENTER ORGANIZATION

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CHAPTER 15. MIKE MONRONEY AERONAUTICAL CENTER

*1500. GENERAL DESCRIPTION. The Mike Monroney Aeronautical Center (MMAC) is a major organizational complex in Oklahoma City. FAA straightlined organizations, DOT organizations, and the Aeronautical Center organizations (those that report to the Office of the Director, Aeronautical Center) are located on the MMAC grounds. The Mike Monroney Aeronautical Center infrastructure is under the purview of the Director, Aeronautical Center. The Aeronautical Center has operating and support functions that are national in scope, have no requirements to be performed in Washington, D. C., and are not disposed to assignment among or to regions as regional operating programs. The term "Aeronautical Center" is traditionally used to refer to the organizations that report to the Office of the Director, Aeronautical Center.

1501. MISSION. The Aeronautical Center conducts centralized training; provides central warehousing and supply; and provides information technology services for departmental, agency, and local programs.

1502. STRUCTURE. The organizational structure of the Aeronautical Center is shown in Figure 15-1. Elements reporting to the center head are called offices, each headed by a program director. Subordinate elements are divisions.

1503. FUNCTIONS. The Aeronautical Center:

a. Operates the FAA Academy which provides technical training for the agency and other aviation organizations and other governmental and non governmental employees (both domestic and international).

b. Operates the FAA Logistics Center which provides centralized logistics support to FAA. This support includes management of NAS and aircraft inventories, providing for repair and maintenance of NAS equipment and components, warehousing and distribution of materiel, and operation and management of automated logistics information systems.

c. Operates the Office of Information Services (AMI) which provides central information technology operations, systems, and programming services for assigned national and local programs.

d. Operates other program, administrative, and support functions, including the operations center, emergency operations, civil rights, human resource management, accounting, budget, information resource management, non-technical training, facility support, acquisition, internal logistics support, management analysis, planning, evaluation, and appraisal. *

1504. WITHDRAWN - CHG 28.

1505. WITHDRAWN - CHG 28.

1506. RESERVED.

1507. WITHDRAWN - CHG 28.

*1508. THE DIRECTOR, AERONAUTICAL CENTER (AMC-1).

a. Under the executive direction of the Associate Administrator of Administration and serving as the Administrator's representative at the Mike Monroney Aeronautical Center, the Director, Aeronautical Center, exercises direction over program, administrative, and support functions assigned to the Aeronautical Center; and directs the conduct of all assigned technical programs and activities, assuring that each receives proper emphasis and that the programs and work comply with agency technical policies, standards, and procedures and conform to program assignments and priorities.

b. The Director, Aeronautical Center, serves as agency spokesperson on Aeronautical Center issues and interfaces with industry, the public, the community, and various governmental bodies, and represents the agency in negotiations with the Oklahoma City Airport Trust and with other public and private representatives with respect to matters which relate to the Aeronautical Center proper and are within the scope of the delegated authority of the Director, Aeronautical Center.

c. The Director, Aeronautical Center, maintains relationships with and advises the Associate Administrator for Administration, other associate administrators, and directors of offices and services on the conduct of and problems regarding Aeronautical Center operations and other support functions including conflicts or problems in assigned technical programs and priorities; maintains relationships with regional administrators regarding services provided or planned involving regional programs; and coordinates with the Southwest Region, as necessary, with respect to the total FAA program and facilities in the vicinity of Oklahoma City which involve discussions with local Government officials.

d. The Office of the Director, Aeronautical Center, serves as the Aeronautical Center focal point and liaison for correspondence management and the Freedom of Information Act. *

1509. DEPUTY DIRECTOR, AERONAUTICAL CENTER (AMC-2). The Deputy Director, Aeronautical Center, is the second ranking official at the Aeronautical Center. The deputy serves as acting director in the absence or disability of the director. The deputy aids the Director, Aeronautical Center, in performing the functions and exercising the authority and responsibility vested in the office. The deputy coordinates and gives general guidance to the staff and program elements.

1510. WITHDRAWN - CHG 28.

*1511. NAS POLICY, PLANNING, AND ANALYSIS (AMC-4). NAS Policy, Planning, and Analysis serves as the MMAC focal point for NAS policy, capital program planning, integration, implementation, and evaluation, and interfaces with Washington headquarters and the regions, as appropriate. The organization:

- a. Provides for MMAC/NAS planning and cross-organizational program activities, and associated development, coordination, and implementation activities for NAS-related systems.
- b. Provides for development and implementation of transition planning associated with proposed MMAC capital investment improvements and long-range resource allocation plans.
- c. Provides for the translation and communication of the NAS system evolution and leads the development of decommissioning planning for the MMAC community.
- d. Provides technical management, monitoring, and evaluation of support contracts (NISC/TSSC/other) and develops requirements, coordinates resources, and provides oversight and evaluation of contractor activities.
- e. Coordinates current and future MMAC F&E projects to identify and highlight operational requirements and/or other considerations.
- f. Participates as MMAC focal point or chairperson in various key AMC processes and associated national forums, including capital investment and decommissioning planning, configuration management of MMAC infrastructure and DRR/NAIS process.
- g. Provides for the implementation of a standardized F&E financial and program management system and program evaluation processes for MMAC.
- h. Conducts cost benefit, mission needs, and investment analyses with respect to MMAC capital investment programs and projects.

*

1512. PUBLIC AFFAIRS STAFF (AMC-5). The Public Affairs Staff ensures that the programs and policies of the agency, as they relate to the Aeronautical Center, are effectively presented and that the public and the aviation community are kept informed of FAA activities and understand the FAA mission at the Aeronautical Center; provides services in these areas to all Aeronautical Center and straightlined organizations, and to the aviation community and collaborates as appropriate with the regions and Washington headquarters; and coordinates with the Southwest Region, as necessary, with respect to information activities affecting the total FAA program and * facilities in the vicinity of Oklahoma City. Under the supervision of the Office of Public Affairs, the staff: *

a. Plans, initiates, and executes the Mike Monroney Aeronautical Center public affairs program within the framework of the national public affairs policy.

b. Monitors and clears all information on Mike Monroney Aeronautical Center activities released to the public, providing editorial counsel and assistance where required in the preparation of information for public release.

c. Maintains liaison with organized aviation groups, the press, and other information organizations for *the purpose of disseminating Aeronautical Center program information and promoting civil aviation. *

1513. RESERVED.

*1514. AERONAUTICAL CENTER COUNSEL (AMC-7).

a. The Aeronautical Center Counsel provides legal advice and services to the Director, Aeronautical Center, and all components at the Mike Monroney Aeronautical Center, including straightlined organizations, to ensure conformance with all legal requirements. Under the supervision of and in coordination with the Chief Counsel, the Aeronautical Center Counsel:

- (1) Provides legal counsel and advice to managers and staff concerning official matters.
- (2) Provides legal representation involving claims and litigation against the Government.
- (3) Reviews documents for legal sufficiency and action concerning programs conducted at the Aeronautical Center.
- (4) Interprets of FAA regulations and directives.
- (5) Provides legal review and advice concerning personal property; tort claims; and garnishment actions.
- (6) Provides advice and assistance to United States Department of Justice on matters arising out of Aeronautical Center activities.
- (7) Provides legal review of contracts and agreements, rendering legal opinions on questions arising from the administration of such contracts and agreements.
- (8) Provides representation as agency counsel in enforcement proceedings before the National Transportation Safety Board (NTSB).
- (9) Provides instruction for the FAA Training and Education Service on matters relating to the FAA Enforcement Program and other subjects related to the agency legal functions.
- (10) Provides agency counsel in employee adverse action proceedings.
- (11) Serves as the primary EIS liaison "on site" between Office of the Chief Counsel and Flight Standards Service concerning the Enforcement Information System (EIS).
- (12) Provides legal review and advice on release of information (Privacy Act, Freedom of Information Act) and expunction of information.
- (13) Provides advice and agency representation with respect to FAA's role in the DWI rule (14 CFR 61 and 67).
- (14) Provides representation as agency counsel before Department of Transportation board of contract appeals, General Services board of contract appeals, and on GAO protests, all with concurrence of AGC-500.
- (15) Reviews documents for legal sufficiency; interprets regulations; participates in parts 47 and 49 rulemaking actions; issues notices of noncompliance, apparent ineffectiveness, and apparent invalidity; all pertain to aircraft registration and recordation.
- (16) Serves as ethics officer for the Aeronautical Center, issues written opinions to present and former employees concerning post-Federal employment, reviews financial disclosure statements, and provides ethics training to Aeronautical Center and straightlined employees.

* b. Special Delegations. The Aeronautical Center Counsel: *

(1) Derives authority from the Chief Counsel and is delegated full authority to take all actions necessary to carry out assigned responsibilities, within approved agency policies, program plans, and procedures, including the coordination of guidelines established by the Chief Counsel.

(2) Is authorized to take evidence, issue subpoenas, take depositions, and compel testimony in the conduct of agency investigations and hearings at the Aeronautical Center under 49 U.S.C. 46104.

(3) Is authorized, with respect to the issuance of notices, orders, and emergency orders, to amend, modify, suspend, or revoke various types of certificates as set forth in 49 U.S.C. 44709B1A.

(4) Is authorized, with respect to the issuances of notices and orders, to suspend or revoke a certificate of aircraft registration as set forth in 49 U.S.C. 44105.

(5) Is authorized to exercise the authority of the Chief Counsel under Part 9 of the regulations of the Office of the Secretary of Transportation, with respect to the testimony of agency employees and the production of records pursuant to subpoena (49 CFR Part 9).

*1515. MANAGEMENT ENGINEERING TEAM (AMC-8). The Management Engineering Team provides management consultation and analytical support, community liaison and aviation education support, program management, and development and provision of management improvement tools to the Director, Aeronautical Center, and components at the Aeronautical Center. Under the supervision of the Director, Aeronautical Center, and the Deputy Director, the team:

- a. Consults with the Office of the Director and other Aeronautical Center organizations to identify problems and develop solutions relative to management practices and processes and performance issues across a broad range of activities and functions. Provides advice, guidance, and tools to help facilitate management improvements, such as models for establishing customer service standards and performance measurements. Conducts studies regarding process improvements and work flow, organizational structure and functions, management information, economic analysis, staffing standards, program evaluation, and process reengineering and design; and evaluates Center programs and administrative activities.
- b. Provides consultant services to external and internal elements, serves as the Aeronautical Center contact point, provides liaison between the Aeronautical Center and the Washington headquarters, and locally administers the FAA Records Management Program, Privacy Act, A-76 and A-123 Circulars, FAA Directives Management Program, general aviation program, FAA Forms Management Program, franchising and related costing of services, and the FAA Aviation Education Program.
- c. Serves as the Aeronautical Center liaison with external and internal elements on GAO and OIG audits, strategic and business planning, and customer service standards.
- d. Maintains community service liaison with organized aviation groups and other information organizations for the purpose of disseminating Aeronautical Center program information and promoting civil aviation. Ensures appropriate Aeronautical Center representation in meetings of the aviation community and the public of Oklahoma City relating to Aeronautical Center responsibilities. *

1516. CIVIL RIGHTS STAFF (AMC-9). The Civil Rights Staff acts on civil rights and equal opportunity matters to ensure full and affirmative implementation of civil rights and equal opportunity precepts in all official actions for the Aeronautical Center and straightlined organizations. The staff:

- * a. Provides technical advice and guidance.
- b. Manages the equal employment opportunity counselors program.
- c. Evaluates implementation of approved policies, programs, standards, and procedures.

1517.-1518. RESERVED

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***1519. CIVIL AVIATION SECURITY DIVISION (AMC-700).** The Civil Aviation Security Division conducts investigations in support of the Federal Aviation Administration's basic mission; ensures the highest possible standards of integrity and ethical conduct are maintained by FAA employees and representatives; safeguards FAA and national security interests through effective personnel, information, physical, industrial, and communications security programs; administers the DUI/DWI Program mandated by Congress; and provides support and assistance to the FAA regions for preventing criminal acts against air transportation. This division is under the executive direction of the Associate Administrator for Civil Aviation Security. The division:

a. Manages and oversees the Investigations Program which has the following responsibilities:

(1) Conduct investigations in support of the agency's basic mission to assure the highest possible standards of integrity of FAA employees and representatives.

(2) Conduct, manage, direct, and ensure compliance with those FAA safety programs for the prevention of criminal acts against the Government in general and specifically against air transportation as prescribed in the Federal Aviation Act, as amended by the Air Transportation Security Act of 1974, the International Security and Development Cooperation Act of 1985, and applicable Federal Aviation Regulations.

(3) Establish and maintain a continuing program of security intelligence through liaison and close working relationships with appropriate Federal, state, and municipal law enforcement investigative and security agencies, aviation-related associations, airport authorities, and other elements within FAA.

(4) Ensure immediate notification to the local office of the United States Secret Service of any threat against the President of the United States or any other person protected by the provisions of Title 18, U.S. Code, Section 3056.

(5) Coordinate FAA security operations through participation in national efforts to combat organized crime and illegal operations of U.S. registered aircraft and airmen through liaison with all law enforcement entities.

(6) Provide assistance to all law enforcement agencies in the interdiction of illegal drugs and narcotics involving airmen and aircraft and conducting liaison with law enforcement agencies in the United States on issues relating to trafficking and/or use of illegal drugs and narcotics in the United States.

(7) Provide ADP services internal to the division, including implementing the Civil Aviation Security Information System (CASIS), manage national and local ADP programs assigned to the division, and maintain data communications platform used in the division.

(8) In compliance with congressional mandate, ensure the establishment and implementation of the DUI/DWI Program which provides for the revocation or suspension of pilot certificates of pilots convicted of alcohol or drug-related motor vehicle offenses in violation of the law or pilots penalized as a result of state administrative action for cause, and for investigating falsifications of airmen and medical applications in connection with alcohol and/or drug-related motor vehicle actions and/or convictions. *

* b. Manages and oversees the Automated Information System (AIS) Security Program which:

(1) Establishes comprehensive security policy and standards for all AIS within the Mike Monroney Aeronautical Center (MMAC) and straightlined organizations to ensure compliance with the Computer Security Act of 1987. It applies to all computer systems including office automation, personal computers, word processors, and administrative recordkeeping systems operated within the MMAC and straightlined organization jurisdictions and includes physical asset protection, access control for communications and data base/application resources, accuracy and integrity of data, preservation of personal privacy, and ensuring the operational reliability of essential automated information systems.

(2) Serves as the focal point for all AIS training, awareness, and other security matters at the MMAC.

(3) Manages the development, implementation, and execution of the national AIS Security Program within the MMAC.

(4) Ensures the accurate development and maintenance of the MMAC AIS security accreditation schedule and provides oversight and maintains status of AIS accreditation documentation which has been completed for each Data Processing Activity within the MMAC, reviews all accreditation documentation for accuracy and completeness, and makes recommendations to the Civil Aviation Security manager regarding accreditation.

(5) Ensures that an Automated Information System Security manager is appointed for each Data Processing Installation in the MMAC and that all AIS security incidents or violations are investigated, documented, and reported.

(6) Ensures all MMAC procurements and specifications developed within the MMAC comply with AIS security requirements.

c. Manages and oversees the Personnel Security Program which has the following responsibilities:

(1) Ensures the implementation and maintenance of an effective Personnel Security Program.

(2) Serves as the personnel security officer for all offices under MMAC and straightlined organization jurisdiction.

(3) Ensures compliance with personnel security and suitability investigative requirements.

(4) Performs suitability adjudication actions on all contract employees, assists management in the adjudication of Federal employees, and makes security clearance determinations on all Federal and contract employees.

(5) Assures that all positions under MMAC and straightlined organization jurisdiction have the proper position sensitivity designations.

(6) Reviews all contracts for the inclusion of appropriate personnel security clauses.

(7) Provides oversight and operational control of the FAA Identification Program, obtains ID media blank stock, monitors accountability records, and develops new ID media as needed to meet the needs of the MMAC and straightlined organizations.

(8) Maintains oversight and operational control of the FAA Identification Media Program.

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- * d. Manages and oversees the Physical Security Program which has the following responsibilities:
 - (1) Establishes and implements the Physical Security Management Program (PSMP) for the MMAC and straightlined organizations for the security management, control, and safeguarding of assets and facilities.
 - (2) Takes action to address significant physical security vulnerabilities or unacceptable physical security risks to national security, FAA, MMAC, and straightlined organizations.
 - (3) Ensures that accreditation and physical security surveys and inspections are conducted in order to support management decisions.
 - (4) Provides technical leadership and oversight in physical security system implementation.
 - (5) Reviews all reports of security violations, thefts, and illegal activities and ensures all appropriate matters are referred to the law enforcement agency having jurisdiction.
 - (6) Reviews all proposed construction and modifications to buildings and facilities to ensure the inclusion of appropriate physical security safeguards.
 - (7) Serves as the TOP SECRET Control Officer and operates the TOP SECRET Security Control Point for the MMAC in order to control and maintain all TOP SECRET documents in accordance with E.O. 12356 and national security directives.
 - (8) Provides oversight for COMSEC, INFOSEC, and OPSEC issues and oversight and operational control of the FAA locking system in use at the MMAC.
- *

1520. FAA ACADEMY (AMA). The FAA Academy delivers technical training and related support services for the agency and other aviation organizations, both domestic and international. The FAA Academy:

- a. Develops and conducts technical training courses, both resident and nonresident, in the areas of flight standards and regulatory standards, airway facilities, air traffic control, airports programs, logistics, procurement management, and civil aviation security.
- b. Serves as the central fund authority for all technical training.
- c. Performs national program planning and coordination for all areas of distance education learning, to include managing and maintaining the distance education systems.
- d. Provides professional instructional systems services.

1521. OPERATIONAL SUPPORT DIVISION (AMA-100). The Operational Support Division administers the FAA Academy budget operations and serves as the central fund authority for all centralized training for FAA; provides facility, marketing, and operational support for the FAA Academy; and provides and coordinates training and non-academic support for students and international visitors. The division:

- a. Plans and administers a student services program for all FAA Academy students.
- b. Serves as the financial services organization for all technical training for FAA.
- c. Performs all general administrative operational duties for the FAA Academy.
- d. Operates the national training subsystem.
- e. Provides and coordinates international liaison, planning (including infrastructure and capital investment), marketing, and sales activities.

*1522. REGULATORY STANDARDS DIVISION (AMA-200). The Regulatory Standards Division satisfies customer needs with the highest quality training in the most cost-effective manner. The division: *

- a. Provides the highest quality, most cost-effective training with advanced delivery methods and technically qualified instructors.
- b. Provides a state-of-the-art learning environment.
- c. Provides a standardized source of technical assistance, subject matter expertise, and training development.

1523. TRAINING SUPPORT DIVISION (AMA-300). The Training Support Division provides a wide range of national training and program support contributing directly to the delivery of technical training to the agency and other aviation organizations. The division:

- a. Trains FAA instructors and curriculum developers.
- b. Develops and manages the distance learning program.
- c. Provides training and program evaluation services.
- d. Manages and maintains the FAA Academy computer-based instruction network and plans and supports the national computer-based instruction program.

e. Maintains the FAA Academy office automation network, mail system, and personal computer workstations.

f. Assists and guides the FAA field human resource organizations on technical training programs and activities.

*1524. AIRWAY FACILITIES DIVISION (AMA-400). The Airway Facilities Division provides training to airway facilities technicians and engineers in the knowledge, skills, and abilities required to install and maintain the specialized equipment used in the air traffic control and air navigation systems. The division:

a. Conducts resident, nonresident, and directed study courses to meet system-wide airway facilities training requirements.

b. Develops training plans and programs of instruction, programmed lesson plans, training manuals, performance appraisal instruments, audiovisual aids, and other similar materials required in the accomplishment of division programs and the National Airway Facilities Training Program.

c. Provides professional advice and assistance in planning, developing, and standardizing airway facilities training programs and courses; developing schedules, curricula, objectives, and requirements related to airway facilities training; developing standards for admission to airway facilities resident courses; developing methods for determining student progress and performance; determining the adequacy and effectiveness of airway facilities training programs; and such other areas as may be directed by appropriate authority.

d. Implements minor revisions and recommends major revisions to approved airway facilities training programs.

e. Maintains liaison with the Washington headquarters and the field to keep abreast of operational developments which may affect training requirements and to determine the suitability of training provided by the division relating to operational requirements of the field.

f. Maintains liaison with all military services to provide support as required to military programs.

g. Prepares program control of fiscal and manpower resources as approved for the division.

h. Integrates the resident, directed study, and on-the-job training phases into a coordinated program to meet the career field needs.

i. Provides technical explanation and guidance to students enrolled in established airway facilities directed study training programs.

j. Provides technical services to the Washington headquarters, Technical Center, Aeronautical Center, and field staffs on technical handbook development, equipment modifications, acquiring research data, and development of training specifications in the assigned career areas.

k. Administers segments of the National Airway Facilities Personnel Certification Program for airway facilities services.

l. Provides control, coordination, technical specifications, and evaluations of the agency's airway facilities and air traffic out-of-agency training.

m. Accomplishes division responsibilities involving program control, personnel management, space utilization, printing liaison, property management, supply and equipment requirements, travel administration, class scheduling, quota utilization, and other required administrative reports and records. *

- * n. Accomplishes representation, coordination, and liaison for all FAA Academy organizations relative to development and interpretation of specifications and acceptance and installation of National Airspace System (NAS) and Automated Radar Terminal System (ARTS III) equipment. *

1525. AIR TRAFFIC DIVISION (AMA-500). The Air Traffic Division plans, develops, and delivers initial, advanced, and specialized air traffic training. The division:

- a. Plans, develops, maintains, and delivers all technical training to meet air traffic training requirements.
- b. Provides liaison with colleges and universities to lend assistance and continuity to their air traffic training programs.
- c. Provides liaison with industry and higher education institutions to review and evaluate instructional systems methodology.
- * d. Develops and administers the Control Tower Operator Certification and Rating Program. *

1526. AIRPORTS AND LOGISTICS DIVISION (AMA-600). The Airports and Logistics Division administers, develops, and conducts training to meet airports and logistics requirements. The division:

- a. Develops, administers, and conducts the FAA airports training program.
- b. Provides training to meet the needs of state and local airports.
- c. Develops, administers, and conducts the agency's logistics training program.
- d. Administers funds, develops schedules, and provides contracting officer technical representative services for out-of-agency acquisition courses.

1527. AVIATION SECURITY TRAINING DIVISION (AMA-700). The Aviation Security Training Division provides training and technical support to the agency, Department of State, and other aviation security professionals to improve their security posture, policy development, management, and anti-terrorism security procedures, measures, and techniques. The division is under the executive direction of the Training and Career Development Staff in the Office of the Associate Administrator for Civil Aviation Security. The division:

- a. Plans, develops, conducts, and manages security training and technical support programs.
- b. Performs domestic and international airport and air carrier training surveys and evaluations and report recommendations to support the development and delivery of training to comply with agency regulations and International Civil Aviation Organization airport and air carrier security standards and recommended practices.
- c. Researches, recommends, and consults with domestic and foreign government agencies regarding their processes, procedures, and methodologies to enhance security policy and standards in response to higher risk or threat factors.

1528.-1529. RESERVED.

*1530. WITHDRAWN - CHG 33. *

1531.-1539. RESERVED.

***1540. OFFICE OF HUMAN RESOURCE MANAGEMENT (AMH).** Provides the full range of human resource management services to the Mike Monroney Aeronautical Center and straightlined organizations. These services include advising, assisting, and representing the Director, Aeronautical Center, and other management officials in matters relating to human resource management; implementing human resource management policies established at the national headquarters level; identifying the need and planning for, establishing, and implementing human resource policies designed to meet the particular needs of management and other employees; reviewing and evaluating, across organizational lines, all phases of the human resource management activities to determine their overall effectiveness; and implementing action plans to strengthen any program area in which weaknesses are detected. The organization also conducts nationwide recruiting and examining for designated major occupations for the agency and administers Pre-Training Screen for air traffic control applicants and Post-Hire Assessment for airway facilities technicians as well as functional support for the new Integrated Personnel and Payroll System (IPPS).

Functions of the Office of Human Resource Management include:

- a. Provides local policy, interpretation, and advice to managers and employees on premium pay, leave, workweeks, and hours of duty.
- b. Provides comprehensive labor-management relations program guidance to management officials and deals with representatives of recognized labor organizations in the areas of union recognition, consultation, contract negotiation and administration, and dispute settlement.
- c. Administers the Employee Assistance Program (EAP).
- d. Provides interpretation of training regulations and advice on the development of plans to managers and employees on training and employee development needs. Administers departmental and agency training initiatives. Develops, arranges for, and conducts special training programs. Provides career counseling to employees and guidance on the design of Individual Development Plans (IDP's).
- e. Administers the Organization Development (OD) and Effectiveness and other employee participation and facilitation programs. Conducts organizational assessment and advises on improving organizational performance through participative methods and processes.
- f. Provides the full range of advisory services concerning the Performance Management System (PMS).
- g. Administers and promotes the Incentive Awards Program.
- h. Advises and assists management and employees in the interpretation and application of rules, regulations, policies, and procedures concerning standards of conduct, political activity, grievances and appeals, and disciplinary actions.

1541. PERSONNEL SYSTEMS DIVISION (AMH-100). Performs staff functions in support of current automated personnel systems, office automation, and network administration; as well as functional support to the Department of Transportation for the development of a new automated personnel and payroll system. Functions of the division include:

- a. Manages the Consolidated Personnel Management Information System (CPMIS) for the Aeronautical Center and straightlined organizations, providing management reports, user training and assistance, and support for national CPMIS operations through development of Departmentwide automated processes.
- b. Administers the Office of Human Resource Management local area network (LAN) and provides office automation expertise.
- c. Provides human resource management functional expertise and representation for the design, development, and maintenance of the Departmentwide Integrated Personnel and Payroll System (IPPS). *

*1542. PERSONNEL OPERATIONS DIVISION (AMH-200). Provides the full range of employment and position classification services to assigned Aeronautical Center and straightlined organizations. Administers the retirement, health, and life insurance programs. Maintains official personnel records for all employees. Functions of the Personnel Operations Division include:

- a. Administers internal and external staffing programs to meet employment needs of assigned organizations.
- b. Administers wage grade and position classification and management programs for assigned organizations.
- c. Processes personnel/position actions in accordance with applicable legal, regulatory, and procedural requirements.
- d. Evaluates recruitment and employment efforts and pursues targeted recruitment activities to ensure the Aeronautical Center's workforce is representative of the available labor force.
- e. Provides a full range of advisory services concerning retirement, employee health benefits, and life insurance programs.
- f. Provides entry-on-duty processing for new employees and agency air traffic controller (ATC) hires.
- g. Maintains official personnel records of all employees.

1543. AVIATION CAREERS DIVISION (AMH-300). Using Office of Personnel Management (OPM) delegated authorities for designated major occupations, the division develops authorities for designated major occupations, develops occupational assessment systems, conducts nationwide recruiting, rates candidates, maintains competitive nationwide inventories of eligible candidates, and issues certificates of eligibility to meet FAA staffing requirements. Administers Pre-Training Screen for air traffic control applicants and Post Hire Assessment for airway facilities technicians. The customers serviced are airway facilities, air traffic, and flight standards. Functions include:

- a. Within policy guidance established by the Director for Human Resource Management (AHR-1), conducts nationwide recruitment for various safety-related occupations. In coordination with AHR and the FAA employing jurisdictions, initiates and implements extensive recruitment campaigns. Conducts targeted recruiting at public events.
- b. Develops occupational assessment programs, prepares occupational announcements, evaluates applicant qualifications, establishes and maintains competitive inventories, and develops/furnishes certificates of eligible candidates to FAA employing jurisdictions and other Federal agencies upon request.
- c. Provides technical guidance/assistance to employing jurisdictions regarding occupational assessment systems, certifications, auditing, and suitability.
- d. Audits and maintains various approved systems of records in accordance with the OPM, Office of the Secretary of Transportation, and FAA requirements.
- e. Provides administrative management of Assessment Center for Pre-Training Screen for air traffic control applicants and Post-Hire Assessment for airway facilities technicians. *

1544.-1549. RESERVED

*1550. OFFICE OF INFORMATION SERVICES (AMI). The Office of Information Services provides innovative information solutions. The office:

- a. Provides information management solutions for assigned departmental, agencywide, and local information systems.
- b. Accomplishes assigned system studies of departmental, agencywide, and local functions and operations to develop and improve use of information systems and equipment and to determine the requirement of new information systems.
- c. Serves as the central design agent (CDA) and focal point for coordination of U.S. Department of Transportation planning, development, implementation, maintenance, and production activities.
- d. Provides telecommunications management and operations services.
- e. Reviews needs and opportunities to improve Aeronautical Center operation through the application of information and systems technology and performs the duties of the Aeronautical Center's Information Resource Manager.
- f. Manages and administers the printing, distribution, mail, and copier programs for the Aeronautical Center and straightlined organizations.
- g. Provides videotape production, photography, and graphic services and products to the Aeronautical Center and other government organizations.
- h. Manages and operates the Aeronautical Center library. *

1551. SPECIAL PROJECTS STAFF (AMI-20). The Special Projects Staff is tasked with addressing needs analysis, investment analysis, preliminary design, and organizational integration for new initiatives under review by the Program Director of the Office of Information Services.

1552. PROGRAM AND RESOURCE MANAGEMENT DIVISION (AMI-100). The Program and Resource Management Division provides administrative, information technology, and library services to the Office of Information Services and the Mike Monroney Aeronautical Center. The division:

- a. Provides administrative services and guidance.
- b. Manages the Aeronautical Center Information Resources Management (IRM) program.
- c. Manages and operates the Aeronautical Center Library.

1553. APPLICATION SYSTEMS DIVISION (AMI-200). The Application Systems Division provides information services for aviation safety-related activities. This is accomplished through use of mainframe, minicomputer, client server, and microcomputer processes using a wide variety of computer languages and platforms. The division:

- a. Provides centralized service for systems analysis.
- b. Provides design of computer systems.
- c. Provides computer programming services for agencywide and local programs. *

*1554. TECHNOLOGY SUPPORT DIVISION (AMI-300). The Technology Support Division supports the user communities of the mainframe and their data processing activities. The division provides professional, technical, and administrative services in association with the design, development, implementation, and day-to-day processing operations. The division provides all telecommunication requirements, voice, data, wireless, or video connectivity to meet the customer's needs and resolve all telecommunications problems in a timely manner. The division:

- a. Develops, implements, maintains, and documents system software solutions for application and system owners associated with the Department, agency, and Mike Monroney Aeronautical Center (MMAC).
- b. Provides technical and administrative system software solution to application owners and project management offices in the area of administration of applications, systems software support, support software services, security services, auditing services, application certification, and contingency planning.
- c. Manages and operates the FAA Information Center providing the help desk services and offering 24-hours-a-day direct customer support for computer system operating environment.
- d. Provides platform wide capacity planning, scheduling, configuration and change management, and platform and application performance evaluation.
- e. Provides database and data storage device (DASD) administration, telecommunication processor (TP) administration, system integration services, and system management services.
- f. Serves as the Telecommunications Management and Operations (TM&O) contact point for the Aeronautical Center.
- g. Administers the installation, maintenance relocation and operation of the Aeronautical Center telecommunication systems, equipment, fiber optic, and copper cabling plants.
- h. Manages funding allocation for telecommunication services including the Administrative Communication Fund, the Defense Electronics Communication (DECCO) allocations, and the telecommunications F&E funds supporting the Aeronautical Center's Capital Investment Plan (CIP).
- i. Maintains an inventory and control of circuits initiated or terminating from the Aeronautical Center to other regions, centers, field facilities, other government offices, or private companies.
- j. Provides liaison between Southwestern Bell Telephone (SWB), American Telephone and Telegraph (AT&T), commercial customers, equipment vendor representatives, engineers, and technicians relative to maintenance, performance, and operation of telecommunication and teleprocessing equipment.
- k. Acts as the designated agency representative (DAR) for FTS 2000 services.
- l. Designs, develops, programs, and maintains communication control software. *

1555. DEPARTMENTAL PERSONNEL AND PAYROLL DIVISION (AMI-400). The Departmental Personnel and Payroll Division provides information system services for the Department of Transportation personnel and payroll functions. The division:

- a. Provides Central Design Agency (CDA) functions for departmental personnel and payroll requirements.
- b. Performs feasibility and application studies in determining the advisability, economy, and practicality of assigned ADP systems. Develops, reviews, and/or evaluates short-, intermediate-, and long-range ADP system plans.

c. Develops systems requirements and performs system analysis and design of ADP systems. Develops computer programs and performs testing, debugging, implementation, and auditing of assigned ADP systems.

d. Modifies and maintains assigned ongoing operational ADP systems to ensure compliance with changing requirements.

e. Within assigned application areas, provides a system consultant/contact point for each ADP system assigned to the division, and provides ADP advisory and consultant services for current and potential ADP users.

1556. DEPARTMENTAL ACCOUNTING DIVISION (AMI-500). The Departmental Accounting Division provides accounting and financial information services for the Department of Transportation. The division:

a. Provides Central Design Agency (CDA) functions for departmental accounting requirements.

b. Performs ADP feasibility and application studies, develops plans, performs systems analysis, design, development, implementation, maintenance, and operation for Departmental Accounting and Financial Information Systems (DAFIS).

c. Provides ADP advisory and consultant services for current and potential ADP users and evaluates commercial off-the-shelf software to support departmental accounting requirements.

1557. MICROCOMPUTER TECHNOLOGY DIVISION (AMI-600). The Microcomputer Technology Division provides quality and cost-effective microcomputer information services to FAA and the Department of Transportation (DOT) community. These services include office automation consultation, network planning and management, and user support services. The division:

a. Administers the Aeronautical Center Management Information System.

b. Provides maintenance support of personal computer hardware, installed software, and telecommunication connectivity.

c. Supports the Aeronautical Center's Office Automation Technology Services (OATS) implementation and guidance functions.

d. Provides technical research on new technologies.

*1558. INFORMATION MEDIA DIVISION (AMI-700). The Information Media Division provides videotape production, photography, and graphics (graphic design, illustration, etc.), printing, and duplicating services and products to the Aeronautical Center, tenant organizations, Washington headquarters, regions, the Department of Transportation, and, as needed, other Federal Government organizations. In addition, the division manages and administers the copier, distribution, and mail programs for Aeronautical Center and tenant organizations. The division:

a. Provides video services which include: full professional production services from scripting to completion; computer graphics and animation (special effects imagery); full service videotaping (studio and on location); full state-of-the-art editing services; duplication services (video and audio, including international format conversion); open and closed captioning service for programs produced internally; consultation services; and video production workshops.

b. Provides photography services which include: full photography lab services; portraits (formal, group, location, etc.); specialized photographs for brochures, exhibits, etc.; technical and mechanical photography (including macro photography); 35mm slide production and duplication; color and black-and-white prints; aerial photograph; and consultation services. *

- * c. Provides graphic services which include: brochures and pamphlet design and production; design and production of traditional presentation materials (overheads, 35mm slides, charts, etc.); custom design of exhibits, technical drawings and creative design (displays, logos, awards, etc.); consultation services; and workshops.
- d. Provides mail and distribution services.
- e. Provides commercial printing and duplicating services in accordance with the Joint Committee on Printing and Binding.
- f. Provides graphic production design and master document production.
- g. Manages and provides maintenance of the Aeronautical Center copier program. *

1559. SIMULATION DEVELOPMENT AND SUPPORT DIVISION (AMI-800). The Simulation Development and Support Division supports the FAA Academy in state-of-the-art training programs. These programs involve highly technical simulation systems, ranging from full-fidelity, real-world training systems to medium-fidelity and part-task training systems. The division:

- a. Provides system analysis, computer programming, system implementation and management, and operational support of training systems. Conducts research and develops prototypes for agency training programs.
- b. Develops software tools for aeromedical research projects.
- c. Supports various automated administrative systems for the FAA Academy.

*1560. FAA LOGISTICS CENTER (AML). The FAA Logistics Center plans and executes FAA logistics functions and performs the most sophisticated level of maintenance and/or repair in support of the National Airspace System (NAS). The FAA Logistics Center:

- a. Manages the FAA central NAS and aircraft inventories, including formulation and execution of national supply support budget.
- b. Provides supply support to other governmental organizations in accordance with support agreements.
- c. Develops, manages, and operates automated supply and inventory management systems.
- d. Develops the FAA Logistics Center portion of the NAS supply support program requirements.
- e. Determines appropriate FAA Logistics Center policy and procedures to support the National Airspace Integrated Logistic Support (NAIS) process and transition to the Capital Investment Plan (CIP).
- f. Plans, coordinates, directs, and provides storage management activities in support of the FAA's national supply programs.
- g. Manages and operates the Mike Monroney Aeronautical Center internal supply system.
- h. Provides traffic management and transportation services in support of FAA Logistics Center programs and Aeronautical Center requirements.
- i. Provides engineering capability and operates a central shop for the fabrication, modification, overhaul, repair, test, and calibration of NAS systems equipment and components.
- j. Provides for the central maintenance and repair of the FAA's radiological, chemical, and biological defense equipment and for the procurement and storage of supplies and equipment to ensure continuity of essential emergency operation of facilities.
- k. Controls and coordinates frequency management at the Aeronautical Center.
- l. Manages and controls FAA supply support activities conducted with other government entities and friendly foreign governments.
- m. Develops and recommends materiel management procedures and standards.

1561. PROGRAM SUPPORT STAFF (AML-10). The Program Support Staff provides program analysis and administration support necessary to ensure the effective operation and management of the FAA Logistics Center. The staff:

- a. Analyses and implements FAA Logistics Center management programs, such as quality management, organizational development, human, financial, and facility resource management, and external/internal evaluation of supply support effectiveness. Advises FAA Logistics Center managers regarding execution of such programs.
- b. Administers and manages administrative support programs for the FAA Logistics Center, including: directives management, emergency readiness, security, and similar programs.
- c. Ensures effective formulation, presentation, and execution of FAA Logistics Center budgets from various funding sources; develops and administers FAA Logistics Center budget and resource control processes; and projects and identifies FAA Logistics Center impacts of NAS acquisitions.
- d. Facilitates development and execution of various operational and strategic plans. *

1562. LOGISTICS AUTOMATION DIVISION (AML-100). The Logistics Automation Division plans, develops, and supports implementation of the FAA Logistics Center automated supply support systems in the areas of materiel distribution, warehousing, inventory management, engineering, repair, modification, and quality control, such as the Logistics Inventory System (LIS) and Computerized Dispatch System (CDS). The division:

* a. Maintains responsibility for the overall direction from design and implementation to operational support and training for the national inventory and supply management systems. *

b. Administers FAA Logistics Center microcomputer programs, including requirements development, acquisition, installation, training, and user support of network and microcomputer hardware and software.

* c. Conducts prototype testing of new and revised systems including developing measurements of performance for current operational systems.

1563. INTEGRATED DATA PRODUCTS MANAGEMENT DIVISION (AML-200). The division: *

a. Manages the ILS process for the FAA Logistics Center and determines local policy and procedures required to support the ILS process.

b. Plans, schedules, and administers the supportability review process within the FAA Logistics Center.

c. Presents consolidated FAA Logistics Center NAILS requirements and provides representation to the FAA NAILS management teams (NAILSMT) for all Depot-level supportability requirements.

d. Develops and implements processes and automated support systems planning and analysis tools for efficient NAS subsystem acquisition.

1564. STORAGE AND TRANSPORTATION MANAGEMENT DIVISION (AML-300). The Storage and Transportation Management Division provides storage management services and operates a modern centralized warehouse complex in support of the FAA's national supply program. The division:

a. Provides management of receipt, packaging, handling, storage, distribution, transportation, and disposal of FAA redistribution inventories in support of the National Airspace System (NAS) and FAA logistics support agreements. Accomplishes physical inventories in accordance with national policies.

b. Provides worldwide traffic management and transportation services in support of FAA programs and agreements including transportation of hazardous materials.

c. Provides a central receiving and distribution service for the Mike Monroney Aeronautical Center (MMAC). Coordinates and provides moving services for office furniture, supplies, and equipment for the MMAC.

* d. Provides interagency liaison with shipping activities in support of the FAA's Federal Standard Requisitioning Procedures (FEDSTRIP)/Military Standard Requisitioning Procedures (MILSTRIP) requisitioning program.

e. Provides management of a national utilization screening and redistribution program for excess personal property.

1565. ENGINEERING AND PRODUCTION DIVISION (AML-400). The Engineering and Production Division provides fabrication, repair, testing, and modification of mechanical, electrical, and electronic systems, units, components, and assemblies for NAS ground-based facilities. Expert crews perform scheduled onsite field radar pedestal and emergency equipment overhaul and restoration services. Engineering services are also provided in support of NAS integrated logistics support planning, production, and acquisition. These services are also provided on a reimbursable basis to other Federal agencies and international governments.

1566. QUALITY ASSURANCE DIVISION (AML-500). The Quality Assurance Division develops, implements, and manages the quality programs which will ensure customer satisfaction for the FAA Logistics Center. The division:

a. Develops, implements, and manages for the FAA Logistics Center a total quality control program which will ensure maximum product quality and reliability.

b. Provides quality audit function for all FAA Logistics Center processes.

c. Provides acquisition quality assistance for FAA Logistics Center's repair and acquisition contracts. Writes and/or reviews quality assurance clauses for operational logistics support.

d. Monitors the level of FAA Logistics Center customer satisfaction on a continuing basis.

e. Investigates recurring FAA Logistics Center quality problems, evaluates problems for cause, identifies corrective action, offers recommendations, and maintains status of corrective activity.

f. Coordinates and controls the frequency management function for all Aeronautical Center elements.

1567. SUPPLY MANAGEMENT DIVISION (AML-600). The Supply Management Division manages the FAA's central NAS and aircraft support inventories, including development of stockage, replenishment, retention, and disposal criteria and objectives. The division:

a. Provides FAA-wide inventory management of materiel necessary to ensure supply support to FAA organizations, including formulation and execution of the national supply support budget.

b. Participates in the development and application of systems, methods, and procedures to ensure effective logistics support for assigned items.

c. Manages and controls FAA supply support activities conducted with other government entities and friendly foreign governments.

d. Plans, develops, coordinates, and implements FAA logistics policy and programs with regard to NAS and aircraft support inventory.

e. Provides coordination for the management and control of the FAA's cataloging and material standardization program.

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1568.-1569. RESERVED.

*1570. OFFICE OF FACILITY MANAGEMENT (AMP). The Office of Facility Management provides maintenance and engineering/architectural support for the Center's physical plant; maintenance and repair for FAA Academy training equipment; and manages the environmental safety and health programs and the operations center. The office:

- a. Provides physical plant maintenance, engineering/architectural support, performs space and master planning, and manages the operations center and emergency readiness activities at the Center.
- b. Manages the environmental and occupational safety and health programs.
- c. Maintains FAA Academy training equipment. *

1571. ENVIRONMENTAL, SAFETY, AND EMERGENCY MANAGEMENT DIVISION (AMP-100). The division:

- a. Manages the environmental, safety, and health programs to ensure compliance with applicable laws.
- b. Provides 24-hour, 365-day command, control, and communications services for the Mike Monroney Aeronautical Center.

1572. NAS TECHNICAL SERVICES DIVISION (AMP-200). The division:

- a. Provides technical maintenance and repair services for FAA classroom and laboratory training equipment.
- b. Provides systems-trained personnel to assist project engineers on system research and modification.
- c. Participates in and provides test facilities/systems in support of agency logistics support requirements.

1573. OPERATIONS AND MAINTENANCE DIVISION (AMP-300). The division:

- a. Maintains, operates, and modifies building interiors, environmental support systems, and utilities.
- b. Provides janitorial and custodial services, ground maintenance, and solid waste disposal services.
- c. Maintains FAA-owned special purpose vehicles, materiel handling equipment, and aircraft powered and non-powered flight line support equipment.
- d. Manages the motor fleet dispatching services.
- e. Provides office machine and furniture repair services.

1574. ARCHITECTURE AND ENGINEERING DIVISION (AMP-400). The division:

- a. Provides professional architectural and engineering design.
- b. Serves as primary liaison for coordination with the Oklahoma City Airport Trust (OCAT) and its agents.
- c. Manages the Aeronautical Center's energy management and conservation compliance programs.
- d. Manages the space management program for the Aeronautical Center.

1575.-1579. RESERVED.

*1580. OFFICE OF ACQUISITION (AMQ). The Office of Acquisition provides contractual, acquisition, realty, personal property, and equipment/furniture management services in support of all Mike Monroney Aeronautical Center activities and agency programs. The office:

- a. Acquires supplies and services including realty services by contract.
- b. Manages the Mike Monroney Aeronautical Center (MMAC) property, interfunctional equipment, and furniture programs.

1581. ACQUISITION SUPPORT DIVISION (AMQ-100). The Acquisition Support Division provides administrative services to the Office of Acquisition and other activities at MMAC. The division:

- a. Establishes and maintains the Office of Acquisition's Procurement Automated System (PAS).
- b. Oversees the bid and proposal office process.
- c. Provides all cost and price analyses support for the Office of Acquisition.
- d. Manages the commercial credit card program.
- e. Executes and maintains real estate arrangements and revocable permits for the Aeronautical Center complex and the Center for Management Development complex at Palm Coast, Florida.
- f. Manages and administers the MMAC personal property in-use management system (PPIMS), interfunctional equipment program, and furniture program.
- g. Manages various Federal socioeconomic programs through the Small and Disadvantaged Business Utilization specialist (SADBUS).

1582. NAS, AUTOMATION, AND FACILITIES ACQUISITION DIVISION (AMQ-200). The NAS, Automation, and Facilities Acquisition Division acquires supplies and services by simplified acquisition and formal contracting procedures. The division administers and manages assigned contracts, delivery orders, and purchase orders. The division:

- a. Directs the execution of simplified acquisitions and formal contracts.
- b. Accomplishes administration activities for simplified acquisitions and formal contracts.

1583. AVIATION, MEDICAL, AND TRAINING ACQUISITION DIVISION (AMQ-300). The Aviation, Medical, and Training Acquisition Division acquires supplies and services by simplified acquisition and formal contracting procedures. The division administers and manages assigned contracts, delivery orders, and purchase orders. The division:

- a. Directs the execution of simplified acquisitions and formal contracts.
- b. Accomplishes administration activities for simplified acquisitions and formal contracts. *

1584.-1589. RESERVED.

*1590. OFFICE OF FINANCIAL AND BUDGET SERVICES (AMZ). The Office of Financial and Budget Services provides advice and direction to the Mike Monroney Aeronautical Center, FAA, and the Office of the Secretary of Transportation (OST) for financial transaction processing, training, system design, and accountability; performs analytical, technical, and advisory functions related to the budgetary process; provides for determination of the financial and staffing needs of the Aeronautical Center and ensures the availability of funds and staffing in accordance with approved programs and allocations. Provides related assistance and services to all straightlined organizations and to Washington headquarters. The office:

- a. Orchestrates the applicable financial services processing and reporting of financial information, accounting data, and payroll entitlements for the Aeronautical Center and Aeronautical Center associates, organizations, FAA regions and centers, OST, and other Government agencies.
- b. Determines project management planning, execution, risk management, scheduling, measurements, and implementation of the financial services offices' operational functions and system design applications.
- c. Develops training materials, user guides, policies, and procedures for all types of financial, accounting, and payroll procedures, processing, and system interactions.
- d. Determines requirements, procedures, test data, and application processing schedules for development of financial, accounting, cost, inventory, payroll, travel management, and related subsystems design efforts within the Mike Monroney Aeronautical Center, FAA, and OST.
- e. Directs the functional interpretation, design, documentation, testing, and implementation schedules of Department of Transportation financial, accounting, and payroll software applications.
- f. Completes analyses of source data submitted by the programs, and develops and prepares all data relative to the execution and formulation of the budget requirements. Provides budgeting advice and assistance, ensuring conformance to budget standards and policies, and provides financial management information to the appropriate officials and programs.
- g. Administers the fiscal work programs of the Aeronautical Center by ensuring the internal allocation of funds within activities and recommends adjustments as necessary.
- h. Evaluates program accomplishments in terms of budgeted resources used and recommends adjustment actions.
- i. Implements agency budgetary policies and procedures, evaluates their effectiveness, and recommends modifications of agency policies and procedures.
- j. Consolidates, develops, and proposes the 5-Year Plan, adjusts and ensures that Aeronautical Center 5-Year Plan financial needs meet agency and Aeronautical Center requirements.

1591. FINANCIAL OPERATIONS DIVISION (AMZ-100). The Financial Operations Division provides professional financial advice to the Office of Financial and Budget Services, Mike Monroney Aeronautical Center, FAA, Office of the Inspector General (OIG), Research and Special Programs Administration (RSPA), and OST regarding financial management matters, accounting systems, and accounting policies and procedures in appropriation accounting, fund programming, commercial payments, and travel payments. The division:

- a. Determines requirements for development of assigned portions of the Departmental Accounting and Financial Information System (DAFIS), Centralized Training Travel Management System (CTTMS), and assists in designing and installing accounting systems and procedures for the Department/agency, including procedural requirements for financial transactions at points of origin or destinations outside the division. Prepares testing procedures and data with predetermined results utilized in user approval of requirements. *

- * b. Develops accounting procedures and publications for the guidance of FAA and Aeronautical Center, Aeronautical Center associates, OIG, and RSPA relative to the documentation and recordation of financial transactions, such as obligating funds, processing payments, preparation of travel vouchers, and other areas affecting accountability of funds and payment functions.
- c. Maintains a system of accounts on an accrual basis including allotment ledgers, designed to show financial condition, budget program status, and to disclose financial results of appropriation, program, and management operations.
- d. Prepares and distributes agency, Aeronautical Center, OIG, and RSPA reports of financial condition and budgetary program status, including interpretative analysis.
- e. Establishes and maintains liabilities for amounts due to creditors for goods and services received or other claims, ensures prompt liquidation of such liabilities, including the review and payment documentation to determine validity under statutory and regulatory requirements, and including the certification of invoices, vouchers, and other claims for payment.
- f. Performs complete agencywide accounts payable and appropriation accounting functions as assigned. Maintains all travel and transportation records. Reviews all contracts to determine that contents include valid accounting requirements.
- g. Prepares special ad hoc financial reports to support unique program and financial reporting and tracking needs.
- h. Orchestrates, operates, and conducts internal reviews of financial services for other Governmental agencies and departments.
- i. Assists in determining project management plans for departmental training sessions which include schedules, training sessions, documentation, unique presentations, and special training activities. Plans include costing, risk assessment, execution monitoring, and re-evaluations.
- j. Assists in designing and developing training materials and users guides for financial accounting and payroll activities for the DOT financial management plans.

1592. ACCOUNTING FUNCTIONAL DIVISION (AMZ-200). The Accounting Functional Division provides professional advice to the Office of Financial and Budget Services, Mike Monroney Aeronautical Center, FAA, and OST regarding system development and associated Departmental services regarding system development of the Departmental Accounting and Financial Information Systems (DAFIS). The division:

- a. Provides the DAFIS functional manager for the DOT Financial Systems Development Management Team.
- b. Manages the functional systems design and associated Departmental financial services of the DAFIS system and coordinates integration efforts with other subsystems.
- c. Develops project management plans for the detailed execution of approved financial information and accounting systems projects or enhancements, including the incorporation of developmental system life-cycle processes, optional development approaches, risk management, milestone and task scheduling and reporting, quality control techniques, quality assurance plans, functional documentation, and the controls necessary to ensure that the system projects meet the identified functional requirements and management control objectives within the project framework *

- * d. Develops new or revised processes and procedures to accompany changes in functional systems design and changes or improvements to the associated financial services including the identification of the economies or benefits of centralized versus distributed financial services, improving the methods and practices used for the delivery of associated services, and ensuring that adequate management controls are applied to operational procedures or processes to ensure that reporting integrity is adequately safeguarded.
- e. Coordinates with the financial system end users, other administrative system program offices, modal and Department management, and external regulatory agencies and offices in identifying, scheduling, and defining the functional system design and associated Departmental financial service requirements in support of the Departmental accounting system.
- f. Determines and executes system testing and internal control procedures to ensure program applications are performing to specifications. Initiates and directs user test acceptance of software products overseeing submission of corrective, statutory, or requirement changes with effective negotiations and scheduling.
- g. Refines the scope and definition of financial and accounting systems development projects, enhancements, or associated accounting services and formulates alternatives for their execution.
- h. Reports to DOT employees, system users, modal and Departmental management, and external agencies and offices on the combined results of processing Departmental financial transactions and provides customer maintenance and guidance in the use of DAFIS.
- i. Provides the functional design concepts to the Financial Operations Division for development of training material and user guides for financial and accounting systems.

1593. GENERAL ACCOUNTING DIVISION (AMZ-300). The General Accounting Division provides financial management, advice, and service to the Office of Financial and Budget Services, Mike Monroney Aeronautical Center and tenant organizations, FAA, OST, OIG, and RSPA relating to cost accounting, imprest funds, accounts receivable, collections, disbursements, inventories, financial reports and maintenance of the general ledger accounts. The division:

- a. Researches, develops, recommends methodology, and coordinates accounting requirements for new systems or revisions to current systems. Development includes defining, preparing, and documenting the complete accounting requirement specifications for the ADP system design and transactions reflecting proper accounting treatment. Plans, coordinates, guides and monitors the accounting aspect of data conversion methodology, techniques, procedures, and accomplishment. Designs and/or recommends the methodology, techniques, and procedures for system testing. Develops, designs, installs, and trains users on the new or revised systems.
- b. Coordinates and executes the Internal Revenue Service (IRS) Offset Program for DOT.
- c. Reviews and interprets various agency accounting requirements and policies to determine their impact on the work processes within the division. Develops and implements procedures for incorporating these changes in the daily operation of the division. Ensures that adequate internal control processes are established and observed to maintain accuracy and integrity of financial information.
- d. Assists with the development of financial accounting procedures guidance and training for MMAC, FAA, OIG, RSPA, and OST relating to the work processes within the division.
- e. Maintains the General Ledger on an accrual basis and develops and implements accounting control consistent with generally accepted auditing standards. Monitors, reconciles, and researches the accuracy, completeness, and propriety of information contained in general ledger accounts. *

* f. Analyzes financial information and reports in order to prepare and submit monthly quarterly, annual, national, and special financial reports to MMAC, FAA, OST, OIG, and RSPA management and operation personnel.

g. Coordinates the establishment of the MMAC directive which explains and guides MMAC personnel in proper usage of accounting codes for financial transactions.

h. Establishes receivables for the MMAC, Aeronautical Center associates, OIG, and RSPA. Prepares limitation transfers in DAFIS to bill government agencies and foreign governments in accordance with agreements. Prepares refund and manual bills, as required. Maintains the accounts receivable file by updating and deleting records from the Accounts Receivable Master, monitoring the age of the receivables, processing follow-up action as required, including submission of delinquent receivables to collection agencies, the IRS or the Department of Justice. Determines uncollectable receivables and prepares for write off.

i. Reviews the operation of each imprest fund under the jurisdiction of the MMAC. Monitors funds to ensure quarterly audits are performed and changes in fund levels are documented as prescribed by the Department of Treasury.

j. Maintains and processes imprest fund cash transactions for travel advances, procurement requests, etc. Prepares reimbursement vouchers for these transactions, ensuring that the MMAC fund is replenished to meet customer needs. Maintains and controls travelers checks, third party draft issuance and accountability for the MMAC and Aeronautical Center associates. Prepares and forwards manual "Voucher and Schedule of Payments," Standard Form 1166, to the Disbursement Office, as needed. These schedules are supporting documents used to authorize the disbursement of government funds. Makes refund and miscellaneous payments in support of the division work processes.

k. Performs payroll support for the MMAC and Aeronautical Center associates, USCG civilian personnel, OIG, and RSPA by functioning as the designated agent for the disbursing officer. Processes third party payments, re-certifies checks, handles canceled and undeliverable checks, requests stop-payment actions, and requests copies of canceled checks.

l. Receives, verifies and deposits cash, credit card and wire transfer receipts for the MMAC, Aeronautical Center associates, FAA, OIG, RSPA, and Government Printing Office (GPO) in accordance with Department of Treasury regulations and DOT/FAA policies and procedures.

m. Analyzes all inventory receipt, issue and adjustment reports provided by the FAA Logistics Center (AML), Office of Acquisition (AMQ), and Flight Inspection Area Offices (FIAO) to ensure the adequacy of documentation. Prepares and enters transactions into DAFIS to update the appropriate general ledger accounts.

n. Maintains subsidiary ledgers on inventory and property. Reconciles these records with the related General Ledger control accounts as well as the detail records maintained on automatic data processing equipment. Transfers inventory charges and property accountability to regions within FAA when applicable.

o. Utilizes the Aircraft Management Information System (AMIS) to determine the flight inspections performed by Aviation System Standards (AVN) for government agencies and non-agencies under reimbursable agreements. Calculates costs based on the aircraft rates by agreement and transfers the costs to the appropriate accounting classification. Processes transfers in DAFIS and bills the customer serviced. Provides local budget organizations with monthly flight inspection reports. Updates aircraft rates in accordance with information provided by AVN.

p. Performs the function of consigned sales agent for the GPO, Superintendent of Documents. Summaries of Airworthiness Directives (AD's) are sold worldwide to individuals and businesses. Provides monthly reports to GPO on quantity of AD's sold and deposit information. *

- * q. Maintains the DAFIS tables and updates tables in AMIS with job order numbers.
 - r. Monitors interface of DAFIS, AMIS, and the Depot Support (DS) systems. Makes corrections and adjustments to the accounting information, as needed, to maintain the integrity of cost reporting. Enters and corrects order numbers in DAFIS that were issued by AML. Ensures the accuracy of accounting information within these systems through working papers and analysis of various reports.
1594. PAYROLL OPERATIONS DIVISION (AMZ-400). The Payroll Operations Division performs payroll management advisory service for the Office of Financial and Budget Services, Mike Monroney Aeronautical Center, FAA, and DOT relating to the area of financial condition and execution of the payroll process including entitlements, system interfaces, and law changes. The division:
- a. Provides payroll services for the Aeronautical Center, including Aeronautical Center associates, Eastern, New England, Western-Pacific, Northwest Mountain, Great Lakes, and Alaskan Regions and the U.S. Coast Guard civilian personnel, OIG, and RSPA.
 - b. Determines user requirements for all system design, development, testing, and implementation of payroll systems and interfaces of payroll financial data with other financial systems.
 - c. Processes prompt payment in the proper amount to all persons entitled to be paid in compliance with applicable deductions from gross pay.
1595. PAYROLL FUNCTIONAL DIVISION (AMZ-500). The Payroll Functional Division provides professional advice to the Office of Financial and Budget Services, Mike Monroney Aeronautical Center, FAA, and OST regarding system development and associated Departmental payroll services regarding the design of Departmental payroll systems and subsystems. The division:
- a. Provides the IPPS and CUPS payroll functional manager for the DOT Financial Systems Development Management Team.
 - b. Manages the functional systems design and associated Departmental payroll services of the IPPS and CUPS systems and coordinates integration efforts with other subsystems.
 - c. Develops project management plans for the detailed execution of approved payroll information and payroll systems projects or enhancements, including the incorporation of developmental system life-cycle processes, optional development approaches, risk management, milestone and task scheduling and reporting, quality control techniques, quality assurance plans, functional documentation, and the controls necessary to ensure the system projects meet the identified functional requirements and management control objectives within the project framework.
 - d. Develops new or revised processes and procedures to accompany changes in functional systems design and changes or improvements to the associated payroll services including the identification of the economies or benefits of centralized versus distributed payroll services, improving the methods and practices used for the delivery of associated services, and ensuring that adequate management controls are applied to operational procedures or processes to ensure that reporting integrity is adequately safeguarded.
 - e. Coordinates with payroll system end users, other administrative system program offices, modal and Departmental management, and external regulatory agencies and offices in identifying, scheduling, and defining the functional system design and associated Departmental payroll service requirements in support of the Departmental payroll system.
 - f. Determines and executes system testing and internal control procedures to ensure program applications are performing to specifications. Initiates and directs user test acceptance of software products overseeing submission of corrective, statutory, or requirement changes with effective negotiations and scheduling. *

* g. Refines the scope and definition of payroll systems development projects, enhancements, or associated payroll services and formulates alternatives for their execution.

h. Reports to DOT employees, system users, modal and Departmental management, and external agencies and offices on the combined results of processing Departmental payroll transactions and provides customer maintenance and guidance in the use of Departmental payroll systems.

i. Prepares functional specifications and provides turnover sessions and advisory service to data services organizations during technical specification and programming efforts.

j. Determines and monitors internal control factors necessary for the proper execution of payroll processes within the system and endures the integrity of financial payroll records within the data base through proper checks and balances.

k. Responds and provides advisory services to system users and reacts to special information ad hoc reporting requirements for management's use in satisfying needs of customers.

l. Makes operational decisions necessary to properly execute Department payroll requirements and national reporting in a timely, accurate and useful manner, ensuring the correctness or reporting processes are maintained at a national level with proper interactions provided to the user community, customer, and other Governmental departments for applying correct payroll applications.

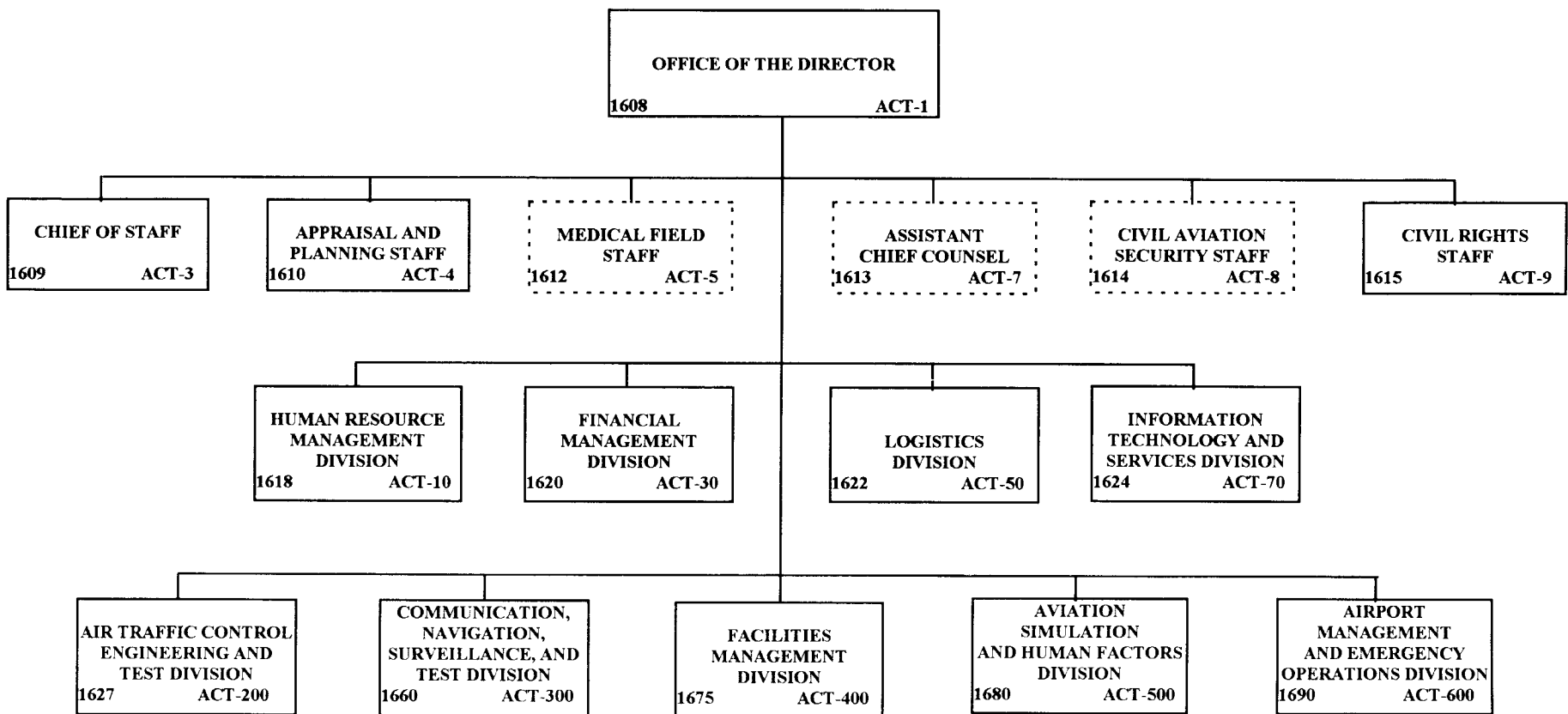
1596. WITHDRAWN - CHG 33.

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1597.-1599. RESERVED.

CHAPTER 16. WILLIAM J. HUGHES TECHNICAL CENTER

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*1600. GENERAL DESCRIPTION. The William J. Hughes Technical Center (hereafter referred to as the Technical Center) is a major organizational complex headed by a director who reports to the Associate Administrator for Research and Acquisitions. Located near Atlantic City, New Jersey, the Technical Center conducts engineering, research and development, and test and evaluation activities in support of FAA-approved programs. The term "Technical Center" includes only those organizational elements which report to the Director, Technical Center. Tenant organizations located on the Technical Center property are not integral parts of the Technical Center.

1601. MISSION. The Technical Center:

- a. Operates and administers a national center providing laboratories, facilities, skills, and services responsive to the research, development, test, implementation, field support, and maintenance programs of FAA.
- b. Develops, tests, and evaluates new or substantially improved NAS equipment, systems, materials, processes, techniques, and procedures.
- c. Performs or participates in research, engineering, and development to provide new or improved techniques or methodologies related to the NAS. This includes advanced concepts exploration, human in-the-loop simulations, and real time simulations.

1602. ORGANIZATION CHART. The organization chart for the Technical Center is shown in figure 16-1.

1603. FUNCTIONS. Within the assigned mission, the Technical Center:

- a. Manages and conducts NAS test and evaluations of specified items (available systems, subsystems, equipment, devices, materials, concepts, or procedures) at any phase in the cycle of their development, from concept to implementation and field acceptance .
- b. Withdrawn-CHG 31.
- c. Withdrawn-CHG 31.
- d. Conducts applied research, as appropriate and/or requested by a developmental office or service.
- e. Provides laboratory facilities and conducts hands-on research and development, test, and evaluation for the FAA advanced concepts program.
- f. Participates with the Associate Administrator for Research and Acquisitions and the Office of System Architecture and Program Evaluation in the preparation of the Capital Investment Plan.
- g. Manages, operates, and maintains the various technical laboratories, technical facilities, research and development aircraft, and plant facilities of the Technical Center. Plans, develops, and executes the acquisition and technical improvements required to ensure responsiveness to FAA requirements. Provides technical facility support consistent with assigned mission and program activities.
- h. Provides required support for the FAA research and development and flight inspection aircraft based at the Technical Center, and provides services for visiting aircraft, as required. *

* i. Provides for aircraft and avionics engineering and modification in support of the research and development projects.

j. Manages and operates the Technical Center and Atlantic City International Airport, ensuring conformance with airport safety regulations and criteria.

k. Provides administrative, logistics, and space support to the other FAA, Government, military, and contractor activities collocated at the Technical Center.

l. Develops and presents to the Associate Administrator for Research and Acquisitions the annual Technical Center budget with appropriate assistance from other organizations.

m. Provides facilities for Federal law enforcement and military agencies in support of antihijacking and antiterrorist exercises and training programs.

1604. DELEGATION OF AUTHORITY.

a. The Director, Technical Center, derives authority from the Administrator through the Associate Administrator for Research and Acquisitions. Except where the Administrator otherwise provides, the Technical Center Director is delegated full authority to take all actions necessary to carry out his/her assigned responsibilities, within approved agency policies, program plans, guidelines, standards, systems, and procedures. The civil aviation security functions come under the executive direction of Washington headquarters.

b. The Director, Technical Center, is authorized to approve and accomplish changes or modifications to agency aircraft and associated avionics equipment in accordance with assigned programs. Such changes or modifications shall conform to the standards prescribed by the Associate Administrator for Regulation and Certification.

1605. LIMITATION ON DELEGATIONS OF AUTHORITY. In exercising delegated authority, the Director, Technical Center, is subject to the same limitations as prescribed for regional administrators and division/staff managers under Washington operational control in paragraphs 220 through 222 of Order 1100.5C, where they apply, with the following changes or exceptions:

a. Reference Paragraph 222(f). Agency Aircraft Management. Disregard this limitation. Authority to modify aircraft is included in paragraph 1604b of this order.

b. Reference Paragraph 222(j). Facilities and Equipment. Disregard this limitation.

c. Reference Paragraph 222(m). Research and Development. Substitute the following: The Director, Technical Center, shall not perform research and development, test, or evaluation activities except in response to validated requirements as stated by the Secretary of Transportation, Administrator, Deputy Administrator, or the Associate Administrator for Research and Acquisitions. *

*1606. SPECIAL RELATIONS. The Technical Center:

a. Develops and submits budget proposals to the Associate Administrator for Research and Acquisitions for review, coordination, consolidation, and submission to the Office of Financial Services.

b. Plans and conducts activities in response to the requirements validated by the Associate Administrator for Research and Acquisitions. Requirements for test and evaluation or research and development pertaining to any elements of the NAS will be channeled to the Technical Center through the appropriate Washington headquarters authorities.

c. Conducts research, development, engineering, support, test, and/or evaluation work in support of agency requirements established by the Associate Administrator for Research and Acquisitions and the respective associate administrators.

d. Provides space and administrative support for Eastern Region tenant activities, the National Enroute Systems Engineering Division, the National Terminal Systems Engineering Division, the National Data Communication Systems Engineering Division, the Independent Operational Test and Evaluation Office, the Aviation Security Research and Development Division, the Deputy Program Director for Research and Technology Applications, and the Airport and Aircraft Safety Research and Development Division, Flight Inspection, and the Federal Air Marshal located at the Technical Center in accordance with the terms of specific agreements for such service.. *

1607. RESERVED.

*1608. OFFICE OF THE DIRECTOR. Under the direction of the Associate Administrator for Research and Acquisitions, the director:

- a. Manages the functions and resources assigned to the Technical Center by the Administrator and ensures effective mission accomplishment.
- b. Directs the conduct of programs and activities, ensuring that each receives proper emphasis and conforms to appropriate policies, standards, procedures, and priorities.
- c. Maintains relationships with the associate administrators and regional administrators of other agency elements on matters related to Technical Center plans, programs, and services.
- d. Represents the agency, within the scope of delegated authority, in dealing with public and private representatives on matters concerning the Technical Center.
- e. Withdrawn-CHG 15.
- f. Withdrawn-CHG 15.
- g. Withdrawn-CHG 15.
- h. Withdrawn-CHG 15.

1609. CHIEF OF STAFF. The Chief of Staff:

- a. Monitors the full range of Technical Center activities as a special adjutant to the Director; provides a point of continuity for the Technical Center; and provides consultation and guidance to all Technical Center organizations, in the absence of the Director or the Deputy Director.
- b. Manages the office of Chief of Staff and serves as a contact point for straightlined staff elements.
- c. Provides an executive link between the executive staff, bargaining units for unions at the Technical Center, and all levels of Technical Center personnel in quality management strategy planning and implementation.
- d. Performs other functions as assigned by the director. *

1610. APPRAISAL AND PLANNING STAFF.

* a. Mission. The Appraisal and Planning Staff reports to the Director, Technical Center, on appraisals and evaluations conducted at the Technical Center and participates in national appraisals and evaluations with primary emphasis on overall program performances. Assists in the development of overall procedures and criteria for appraisal of activities within the purview of the director. Coordinates the development and integration of center plans and programs providing the staff action necessary to synchronize interdivisional activities on a broad scale toward the orderly achievement of program goals.

b. Functions. The Appraisal and Planning Staff:

(1) Conducts, within the functional responsibility of the Director, Technical Center, comprehensive reviews, appraisals, and evaluations emphasizing:

(a) Overall program performance of each division-level organization.

(b) Comparative appraisal of division performance.

(c) Adequacy of policies, standards, procedures, and programs.

(2) Reports on reviews, appraisals, evaluations, and investigations.

(3) Coordinates review and appraisal matters with the Director, Technical Center.

(4) Serves as the central contact point and liaison for audits at the Technical Center with the Office of the Secretary of Transportation, Office of Inspector General, and the General Accounting Office.

(5) Serves as the Technical Center contact for agency planning efforts.

(6) Provides the focal point for administration of the Technical Center's planning and programming system, including technical support, administrative support, and tenant services.

(7) Evaluates Technical Center plans, operations, and results and develops strategic plans to carry out the Technical Center mission and approved policies.

1611. WITHDRAWN-CHG

1612. MEDICAL FIELD STAFF.

a. Mission. The Medical Field Staff manages the aviation medical program at the Technical Center. This staff is under the direction of the Deputy Federal Air Surgeon.

b. Functions. The Medical Field Staff:

(1) Conducts health awareness programs and health promotion activities for FAA employees and others assigned to the Technical Center and surrounding areas.

(2) Serves as the drug program coordinator for the employee substance abuse program.

(3) Derives authority from the Deputy Federal Air Surgeon.

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1613. ASSISTANT CHIEF COUNSEL.

* a. Mission. The assistant chief counsel is responsible for the legal activities of the Technical Center, provides legal counsel and assistance to the Director, the Director's staff, and all elements located at the Technical Center to ensure that activities of the Technical Center and the elements located thereon conform to statutory and regulatory requirements, and provides legal service needed to facilitate the performance of the Technical Center functions and the enforcement of agency requirements within the Technical Center. Regional and center counsel have been renamed assistant chief counsel for each region and the centers; therefore, all references to regional or center counsel in Part II and Part 13 of the Federal Aviation Regulations should be construed as references to assistant chief counsel for each region and each center.

b. Functions. The assistant chief counsel:

(1) Provides legal counsel, advice, and assistance to the Director, the Director's staff, and other agency elements located at the Technical Center.

(2) Provides liaison with the Office of the Chief Counsel.

(3) Acts as legal adviser to the Technical Center procurement personnel on legal aspects of the Technical Center contracts and procurement activities. Participates in the preparation and negotiation of contracts. Reviews contractual documents, including modifications, findings and determinations, and findings of fact under the "disputes" article; renders legal counsel on matters arising during the administration of contracts and represents FAA in trials before the Dispute Resolution for Acquisition Staff in the Office of the Chief Counsel.

(4) Advises and assists United States attorneys on matters arising out of Technical Center activities, including litigation pertaining to environmental problems, actions and litigations arising from personnel adverse actions, discrimination complaints, airport operational matters and, as assigned by the Chief Counsel, proceedings under the Federal Tort Claims Act and other litigation affecting or involving the Technical Center. Subject to the direction of the Director, establishes and maintains contacts with other Federal agencies, State, county, and municipal authorities on matters concerning the legal activities of the Technical Center.

(5) Represents the Director and other Technical Center officials, when designated to do so by the Chief Counsel, in legal proceedings within the cognizance of the Technical Center, before courts, administrative hearings, and other Government agencies.

(6) Renders advice on legal matters pertaining to the acquisition and disposition of real property required by the Technical Center and related problems concerning real property and approves the sufficiency of the title to land for the purpose for which property is being acquired by the Technical Center.

(7) Provides review and clearance of Technical Center correspondence, directives, and proposals dealing with legal matters or having legal implications.

(8) Receives tort claims, conducts investigations or calls upon appropriate Technical Center elements to conduct them, receives reports, maintains a register of claims, and performs all other functions required to evaluate such claims. Takes final action of approval, compromise, or denial of claims, subject to limitations as set forth in agency policy.

(9) Furnishes interpretations and advice on the application of the Federal Aviation Act of 1958 and other Federal, State, and local laws governing or affecting the conduct of agency activities at the Technical Center. *

* (10) Advises the Director on legal problems that arise in connection with the administration of the Technical Center involving such matters as employee relations, grievance and adverse action appeals, and conflicts of interest and represents the deciding officials as counsel in hearings with respect to adverse actions and grievances.

(11) Reviews and makes recommendations in connection with employee claims filed pursuant to P.L. 88-558 and Order 2700.14B, Employee Claims Manual.

(12) Develops policies, procedures, standards, and guidelines for the handling of legal matters in order to ensure effective performance of those responsibilities and Technical Center conformation with all legal requirements of applicable rules, laws, regulations, and orders.

(13) Advises the Director on legal problems involving authority to expend appropriations for particular purposes.

c. Special Delegation. The assistant chief counsel:

(1) Derives authority from the Chief Counsel. The assistant chief counsel is delegated full authority to take all actions necessary to carry out assigned responsibilities, within approved agency policies, program plans, and procedures, including the coordination guidelines established by the Chief Counsel. The assistant chief counsel will continue to provide legal counsel, advice, and assistance to the Director, Technical Center, and to organizational elements of the Technical Center.

(2) Exercises the authority of the Chief Counsel, under Part 9 of the regulations of the Office of the Secretary of Transportation, with respect to the testimony of agency employees and the production of records pursuant to subpoena (49 CFR Part 9).

(3) Provides advice to the agency on matters relating to grants, cooperative agreements, and cooperative research and development agreements.

(4) Retains on staff the agency's Senior Intellectual Property Attorney who provides advice on such matters to all elements throughout the agency and maintains a special relationship with the DOT patent counsel.

(5) Maintains a special relationship with the agency's Senior Ethics Attorney. The assistant chief counsel is the Technical Center's designated Ethics Official and exercises such authority as is set forth in the appropriate regulations.

*

1614. CIVIL AVIATION SECURITY STAFF.

* a. Mission. The Civil Aviation Security Staff conducts, manages, and directs the security programs at the Technical Center designed to prevent hijacking, sabotage, and other criminal and terrorists acts against U.S. air carrier aircraft, certain public aircraft, foreign air carrier aircraft operations to and from the United States, and certain other aircraft; assists law enforcement in the interdiction of the importation of dangerous drugs and narcotics via aircraft; provides industry with timely information concerning threats against air commerce; safeguards FAA and national security interests through effective personnel, information, physical, industrial, communications, and automated information systems security; conducts investigations in support of FAA's basic mission; and ensures the highest possible standards of integrity and ethical conduct of FAA employees and representatives at the Technical Center. This staff is under the executive direction of the Associate Administrator for Civil Aviation Security.

b. Functions. The Civil Aviation Security Staff:

(1) Conducts, manages, directs, and ensures compliance with those agency safety programs for the prevention of criminal acts against air transportation as prescribed in the Federal Aviation Act, as amended by the Air Transportation Security Act of 1974; International Security and Development Cooperation Act of 1985; and applicable Federal Aviation Regulations.

(2) Manages and directs actions for safeguarding FAA and the national security, including providing information and assistance to the Washington headquarters Aviation Security Command Center during hijack situations and other acts affecting air transportation security.

(3) Develops Technical Center procedures implementing national policy, standards, and guidelines concerning investigations and the prevention of criminal acts against air transportation.

(4) Establishes and maintains a continuing program of liaison and close working relationship with appropriate Federal, State, and municipal law enforcement, investigative, and security agencies, industry-related associations, air carriers, airport authorities, and other elements within FAA.

(5) Acts as the focal point for local coordination of DOT Office of Inspector General investigative matters within its jurisdiction.

(6) Ensures immediate notification to the local office of the United States Secret Service of any threat against the President of the United States or any other person protected by the provisions of Title 18, U.S. Code, Section 3056.

(7) Conducts the automated information systems security program and collects information in response to established agency policies, standards, requirements, and procedures; reports priority matters to appropriate officials; and prepares formal reports, special studies, and summaries for submission to the Associate Administrator for Civil Aviation Security.

(8) Participates in national efforts to combat organized crime and illegal operations of U.S.-registered aircraft and airmen.

(9) Implements the Civil Aviation Security Information System (CASIS).

(10) Provides the point of contact for all FAA law enforcement liaison to the field relating to interdiction of illegal drugs and narcotics into the United States. *

* (11) Maintains the security suitability of the Technical Center work force through review of applications for employment with FAA and review and action, if necessary, upon the resultant investigations (backgrounds, national agency checks with written inquiries, etc.); grants security clearances; and conducts investigations, as required, involving applicants or employees.

(12) Ensures the physical security of FAA facilities located at the Technical Center through surveys and inspections. Items inspected are funds, controlled substances, property, computer facilities, firearms control, and access control. Relative criticality and vulnerability as they relate to continuity of operations of the facility are established during the surveys. Every problem or potential problem area is addressed and resolved in a satisfactory manner.

(13) Oversees the Industrial Security Program and the Contractor Investigation Program ensuring that all security requirements are met when contracts are written and contractual employees are hired.

(14) Exercises primary responsibility for control of classified materials including communications security (COMSEC) and its handling and storage in order to safeguard employee, FAA, and national security interests.

c. Special Delegation. The Civil Aviation Security Staff is delegated authority to receive evidence, examine witnesses, and administer, but not compel, oaths or affirmations at any place within the jurisdiction of the United States in connection with investigations ordered for the purpose of carrying out functions specified in this paragraph. This authority is hereby delegated to each FAA employee who possesses a valid credential identifying the employee as a Special Agent. These individuals are authorized to exercise this authority only in accordance with applicable policies established or approved by the Administrator. *

1615. CIVIL RIGHTS STAFF.

* a. Mission. The Civil Rights Staff assists and represents the Director, Technical Center, on civil rights, equal opportunity, and diversity matters to ensure full and affirmative implementation of civil rights and equal opportunity precepts throughout the Technical Center in all official actions. This includes Technical Center employment practices; services rendered to the public; operation of federally assisted activities; and other programs or efforts involving administration assistance, participation, or endorsement. The staff reports to the Director, Technical Center.

b. Functions. The Civil Rights Staff:

(1) Develops and recommends to the Director, Technical Center, local civil rights and equal opportunity programs, standards, and procedures to ensure:

(a) Equal opportunity in internal Technical Center employment practices (Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e et seq.), Section 501 and 504 of the Rehabilitation Act of 1973 (29 U.S.C. 791, 794, and 794a), the Age Discrimination in Employment Act of 1973 (29 U.S.C. 791, 794, and 794a), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), the Equal Pay Act (enacted as section 6(d) of the Fair Labor Standards Act of 1938, 29 U.S.C. 206 (d)), and implementing regulations issued by the Equal Employment Opportunity Commission (29 Parts 1600 through 1691)). In the case of section 504 of the Rehabilitation Act of 1973, implementing regulations are issued for the Department by the Secretary of Transportation (49 CFR Part 27).

(b) Technical Center programs and activities affecting housing and urban development are administered in an affirmative manner to further the purpose of the Fair Housing provision of Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.).

(c) Technical advice or assistance requested by the Departmental Office of Civil Rights, Office of the Secretary of Transportation, in investigations of alleged or suspected discriminatory practices is provided by civil rights specialists or other personnel appropriately trained in collateral duties of this nature and supervised by the civil rights specialists regularly assigned to the Civil Rights Staff.

(d) Technical advice and guidance and civil rights matters are provided to Technical Center officials and organizations regularly charged with contract responsibilities (other than those assigned to the Secretary of Labor) or with grants-in-aid administration.

(e) Affirmative actions are taken to support total Federal equal opportunity programs.

(f) Employees and employee organizations committed to promoting the agency's policy of equal employment opportunity are given reasonable support and encouragement.

(2) Evaluates implementation by Technical Center elements of approved equal opportunity and civil rights policies, programs, standards, and procedures.

(3) Serves as the Technical Center Equal Employment Opportunity Officer in accordance with 29 CFR 1614.102(b)(3) and regulations issued by the Equal Employment Opportunity Commission. *

* (4) Develops or coordinates the development of all Technical Center civil rights and equal opportunity reports and the Technical Center input for all national civil rights and equal opportunity reports.

(5) Serves as the Technical Center contact point and liaison for employees and employee organizations committed to promoting the agency's policies and programs of equal employment opportunity.

1616.-1617. WITHDRAWN-CHG 31..

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1618. HUMAN RESOURCE MANAGEMENT DIVISION.

* a. Mission. The Human Resource Management Division manages, coordinates, integrates, and provides the full range of human resource management services by combining traditional personnel functions with human resource planning, development, and utilization. The division emphasizes the motivation and development of the individual employee and the performance and productivity of the Technical Center.

b. Functions. The Human Resource Management Division:

(1) Manages the interrelated service areas of human resource planning and forecasting, organizational development, staffing and position management, employee and labor relations, human resource development, and employee services at the operational, managerial, and strategic level.

(2) Collaborates with and represents the Director, Technical Center, and other management officials in all matters relating to human resource management.

(3) Implements FAA-established human resource management policies established at the national headquarters level and ensures compliance with the statutory and regulatory requirements and internal policies and program standards.

(4) Reviews and evaluates all phases of human resource management services and activities across formal organizational lines.

(5) Provides leadership for human resource management system change.

(6) Promotes and participates in the equal opportunity program by ensuring that all human resource management and procedural actions taken are consistent with agency equal opportunity goals and objectives.

(7) Provides oversight of the Child Care Center.

c. Special Delegation. Reserved.

d. Special Relations. Reserved.

1619. WITHDRAWN-CHG 27.

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*1620. FINANCIAL MANAGEMENT DIVISION.

a. Mission. The Financial Management Division provides financial management advice to the Director, division managers, and other Technical Center officials; formulates and presents the overall Technical Center budget including tenant activities; provides accounting services and financial controls; and ensures adequate controls of approved resources and staffing allocations.

b. Functions. The Financial Management Division:

(1) Formulates, reviews, presents, and executes the Technical Center budget. Provides financial management information to the Director, Technical Center, division managers, and other key Technical Center officials.

(2) Prepares budget estimates, recommending to the Director the levels of personnel and funding requirements necessary to accomplish the Technical Center mission.

(3) Develops requirements for financial management and budgetary reporting. Designs, installs, and maintains local accounting and budget systems and procedures for the Technical Center.

(4) Installs and maintains the agency accounting system as applicable to the Technical Center and tenant organizations to provide effective services and accounting control.

(5) Provides financial advice and assistance on proposed and existing contracts, agreements, and other pertinent proposals.

(6) Serves, through the Appraisal and Planning Staff, as the Technical Center's focal point for contracts and liaison with the Office of Inspector General and GAO on all financial aspects.

(7) Provides cashier and disbursement services and administers scheduled airline services and credit card programs.

(8) Maintains general ledger, suspense, and account controls.

(9) Records travel, procurement, and miscellaneous obligations and payments.

(10) Maintains allotment control, certifies payments, and appoints certifying officials.

c. Special Delegation. Reserved.

d. Special Relations. On behalf of the Director, Technical Center, the Financial Management Division develops and presents the annual Technical Center budget and conducts the necessary liaison and coordination with Washington program and developmental offices.

1621. WITHDRAWN-CHG 31.

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*1622. LOGISTICS DIVISION.

a. Mission. The Logistics Division manages and provides services in procurement and acquires, stores, and issues materiel and supplies. The division administers related programs and controls, including all personal property.

b. Functions. The Logistics Division:

(1) Plans, directs, and coordinates the overall program of contract award and administration for the procurement of personal property, research, test and evaluation, utilities, and facility services in support of all organizations, programs, and the physical plant.

(2) Ensures compliance with contractual specifications and promotes Governmentwide assistance programs concerned with small business, labor surplus, and equal employment opportunity.

(3) Develops and administers a system for handling all protests and inquiries concerning the propriety in the award or administration of Technical Center contracts. Assists the Office of Financial Services in developing responses to protests relating to Technical Center procurement actions that are addressed to the Department of Transportation officials at the departmental headquarters, received from congressional sources, or lodged with the General Accounting Office.

(4) Evaluates supply systems and procedures providing subject matter expertise toward the elimination, modification, or expansion of new and existing programs.

(5) Plans, directs, and coordinates the overall program for the accountability, provisioning, utilization, and disposal of material and Government-furnished property.

(6) Plans, directs, and coordinates supply activities.

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1623. WITHDRAWN-CHG 27.

*1624. INFORMATION TECHNOLOGY AND SERVICES DIVISION.

a. Mission. The Information Technology and Services Division manages and directs the Technical Center's present and future office automation and information technologies requirements; provides for the development and/or participation in local and national management systems, including software development and agency management information systems (MIS) endeavors; provides management and oversight of matters related to the Technical Center information resource management program; manages and directs the telecommunication and radio frequency services for the Technical Center; manages and directs the FAA management analysis and study program for the Technical Center; provides oversight, direction, and supporting services for organizational management, regulatory paperwork management, and Office of Management and Budget programs; manages the Freedom of Information Act and Privacy Act programs; manages and operates the technical library and National Airspace System (NAS) Documentation Facility; manages, operates, maintains, and/or monitors contract operation of various administrative support facilities; provides technically based supporting services in the areas of photography and video; and fabricates models, exhibits, and consoles in support of technical programs.

b. Functions. The Information Technology and Services Division:

(1) Reviews needs and opportunities to improve Technical Center operations through the application of information and systems technology and approves Federal Information Processing (FIP) acquisitions as the Technical Center's Information Resource manager.

(2) Provides the primary Technical Center interface, through the Associate Administrator for Research and Acquisitions, with agency, departmental, and contractual offices for development and implementation of various local and national information resource management programs and management information systems.

(3) Provides computer systems analysis and programming support and directs and manages configuration of management information computer systems for administrative and management information retrieval.

(4) Plans and designs systems to prevent unauthorized intrusion with FIP systems software or hardware design in accordance with the Automated Information System security guidelines.

(5) Plans and develops office automation procedures and implementation processes.

(6) Serves as the principal element of the Technical Center with respect to:

(a) Organization and procedures.

(b) Management systems and standards.

(c) Staffing standards.

(d) Directives and delegation of authority.

(e) Regulatory paperwork management programs.

(f) Management and productivity improvement.

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- * (7) Plans and conducts a Technical Center program for management studies, including specialized organization management staff assistance and functional analyses.
- (8) Provides strategic oversight of Office of Management and Budget initiatives.
- (9) Administers the Privacy Act and Freedom of Information Act programs for the Technical Center.
- (10) Operates and maintains the agency's centralized repository and distribution point for all documentation related to the NAS.
- (11) Manages, provides services, and monitors contract operation of printing, distribution, and the mail room.
- (12) Manages, provides services, and/or monitors contract operation of photography, audiovisuals, and graphic arts.
- (13) Manages the development and presentation of exhibits.

1625.-1626. RESERVED.

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*1627. AIR TRAFFIC CONTROL (ATC) ENGINEERING AND TEST DIVISION.

a. Mission. The Air Traffic Control (ATC) Engineering and Test Division advises the Director, Technical Center, in the planning and requirements for engineering, test, and evaluation of air traffic control programs; manages, directs, and coordinates the NAS automation projects supporting the mission of the Technical Center; and is responsible for the testing that is conducted in these laboratories.

b. Functions. As the principal element of the Technical Center for NAS automation, the ATC Engineering and Test Division provides direction to the organizations in the division responsible for:

(1) The program management function of the Display Channel Complex Rehost Program.

(2) The detailed hardware/software engineering in support of automation programs such as: advanced air traffic automation and display systems, near term tower, flight service stations, and terminal air traffic automation hardware/software systems, traffic flow management and facility structures, and oceanic programs.

(3) Support in the development of test requirements and guidelines for the accomplishment of test and evaluation of NAS ATC subsystems and the validation of test results in the area of NAS development and deployment.

*1628.-1634. WITHDRAWN-CHG 31.

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1635.-1639. RESERVED.

*1640.-1643. WITHDRAWN-CHG 31..

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1644.-1649. RESERVED.

*1650. WITHDRAWN-CHG 31.

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1651.-1652. RESERVED.

*1653.-1655. WITHDRAWN-CHG 31.

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1656.-1659. RESERVED.

*1660. COMMUNICATION/NAVIGATION/SURVEILLANCE (CNS) ENGINEERING AND TEST DIVISION.

a. Mission. The Communication/Navigation/Surveillance (CNS) Engineering and Test Division advises the Director, Technical Center, in the planning of resource requirements for engineering, integration and operational test and evaluation programs at the Technical Center; and directs and coordinates the test activities for communications, navigation, and surveillance projects supporting the mission of the Technical Center.

b. Functions. As the principal element of the Technical Center for CNS research, development, engineering, integration, and operational evaluation, the division provides direction to the branches responsible for:

(1) Engineering and test direction in support of CNS programs, such as communication systems, radar systems, aircraft navigation and guidance systems, aircraft approach and landing systems, power systems, and maintenance automation systems.

(2) Supporting in the development of test requirements and guidelines for the accomplishment of test and evaluation of NAS subsystems; validation of test results, and support of NAS design and transition design.

(3) Conducting the programs of research, development, test, evaluation, and demonstration efforts for communication systems, surveillance systems, and navigation systems.

(4) Managing, maintaining, flying, and modifying the research and development aircraft in support of technical projects.

(5) Providing expert consultation services and agency representation at national and international conferences and meetings with members of other Government agencies, academia, and private industry relating to the Technical Center's functions, and serving as technical advisor to the U.S. members of International Civil Aviation organization panels and regional planning groups.

*1661.-1664. WITHDRAWN-CHG 31.

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1665.-1669. RESERVED.

*1670. WITHDRAWN-CHG 31.

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1671.-1674. RESERVED.

*1675. FACILITIES MANAGEMENT DIVISION.

a. Mission. The Facilities Management Division advises the Director, Technical Center, in the planning and requirements of facilities management programs; and manages, directs, and coordinates the facilities management activities of the Technical Center, including program management of the Technical Center's long-range master planning.

b. Functions. The Facilities Management Division:

(1) Provides for the engineering, operations, and maintenance of the Technical Center's multi-user facilities including, but not limited to, NAS air traffic control related laboratories, technical laboratories, and general technical support facilities.

(2) Provides professional architectural and engineering design and consultation services in support of Technical Center programs; and manages, operates, maintains, and/or monitors contract operation of various administrative and plant support facilities.

(3) Manages the Technical Center's Environmental and Health and Safety Programs.

1676.-1679. RESERVED.

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*1680. AVIATION SIMULATION AND HUMAN FACTORS DIVISION.

a. **Mission.** The Aviation Simulation and Human Factors Division is the focal point for Technical Center laboratory applications of emerging technology and concepts for future ATC systems, aircraft, and airport environments. In meeting this responsibility, the Technical Center conducts programs to research, test, and validate advanced aviation concepts in analytical and simulated environments to determine their technical and operational performance suitability and usability. State-of-the-art models, simulation, and analysis tools are used to investigate advanced aviation concepts, procedures, and systems, assessing their suitability for inclusion in current and future operational ATC and aviation environments. In the determination of suitability and usability of new concepts, human factors issues will be investigated.

b. **Functions.** The Aviation Simulation and Human Factors Division:

(1) Plans and conducts analytical, simulation, and modeling programs to research, test, and validate the technical and operational suitability of advanced aviation concepts for future ATC, aviation, aircraft, and airport systems. Determines feasibility, adequacy of design, compatibility with current and future system elements, responsiveness to requirements, operational characteristics, cost/benefits, and limitations. Determines need for development and study efforts in support of maintenance automation as related to airway facility maintenance reliability. Determines the merit of proposals considering their potential impact on the ATC and aviation systems and other agency development programs under consideration.

(2) Develops or translates advanced aviation concepts into analytical and logical models for analysis, testing, and validation. Analyses result in criteria for system factors such as safety and capacity, controller and pilot workload and performance, and cost/benefit in the overall aviation system.

(3) Conducts analyses leading to the development of air traffic system performance measures, criteria, and standards. Applies results to forecasted traffic scenarios to determine required ATC system improvements in domestic and international airspace.

(4) Plans, develops, and operates the agency's advanced concepts laboratory, a state-of-the-art simulation laboratory capable of simulating the operational ATC environment. Plans and conducts a program of research and development involving simulation of advanced ATC concepts to determine feasibility and suitability for the operational ATC environment of the future.

(5) Conducts a program of human factors engineering analyses to determine the system impact of the unique man/machine relationships inherent in the aviation system environment. Conducts analyses to determine relative impacts of man/machine error, workload capacity, human performance, communications, proficiency, system design, etc.

(6) Provides expert consultation services and agency representation at national and international conferences and meetings with members of other Government agencies, academia, and private industry relating to the Technical Center's functions. Serves as technical advisor to the U.S. members of International Civil Aviation Organization panels and regional planning groups.

(7) Manages the National Simulation Capability Program.

(8) Serves as contracting officer's technical representative for contracts throughout the organization.

1681.-1689. RESERVED.

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*1690. AIRPORT MANAGEMENT AND EMERGENCY OPERATIONS DIVISION.

a. Mission. The Airport Management and Emergency Operations Division manages the Atlantic City International Airport, with responsibility for controlling airport operations. Manages the emergency preparedness function at the Technical Center. Provides for contract operation of security, fire, crash, rescue services, and the automated security system. Manages special projects and exercises conducted at the Technical Center involving U.S. military, Federal, State, and local law enforcement organizations.

b. Functions.

(1) Airport Operations. The division:

(a) Operates the Atlantic City International Airport and ensures compliance with Parts 77, 107, and 139 of the Federal Aviation Regulations.

(b) Coordinates and ensures regulatory compliance during special airport activities and exercises.

(c) Originates, implements, and maintains the airport certification manual and the airport security manual.

(d) Plans and implements the airport safety program and prepares orders and instructions on airport operations and safety.

(e) Coordinates, reviews, and grants final approval for project and airport construction. When necessary, obtains exemptions or amendments to the regulation.

(f) Activates and maintains aircraft emergency command post and assumes operational control of the airport during aircraft emergencies.

(g) Identifies airport requirements, reviews plans and specifications, coordinates schedules, and recommends improvements, modifications, and maintenance.

(h) Provides a test-bed environment for airport research and development projects and for crisis management projects.

(i) Represents the Technical Center Director in airport matters.

(j) Manages and controls the utilization and upkeep of the Technical Center's aircraft ramp.

(2) Operations Center. The division:

(a) Provides the Operations Officer, who collects, screens, and summarizes information essential to top Technical Center management. Serves as the focal point for the collection, dissemination, and coordination of essential data concerning significant developments affecting the Office of the Secretary of Transportation and the Administrator. *

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 - (b) Provides to Operational Support Service an after-hours point of contact for NAS problems.
 - (c) Provides a central point of contact for Technical Center matters after hours, and if necessary, takes action to ensure the safe and efficient operation of the Technical Center.
 - (d) Develops and implements crisis management plans. Operates and maintains the Crisis Management Center.
- (3) Emergency Preparedness. The division:
 - (a) Represents the Director, Technical Center, on all national security emergency preparedness (NSEP) matters.
 - (b) Plans and administers the Technical Center Security Emergency Operations Program. Prepares, coordinates, promulgates, and maintains a current Emergency Operations Plan and ensures the adequacy and compatibility of subordinate emergency response plans.
 - (c) Coordinates the implementation of the NSEP operations plan and procedures during times of national emergency, operations tests, and exercises; controls the progress of such tests; evaluates the adequacy of the plans and procedures; and prepares reports thereon.
 - (d) Ensures the implementation of all NSEP operations directives of FAA; represents the Technical Center at Washington headquarters on all NSEP readiness matters with local military units, civil defense officials, and other Government organizations.
 - (e) Manages and operates the Emergency Operations Facility and the National Communications System high frequency radios for the Technical Center.
 - (f) Develops measures for and conducts inspections designed to determine readiness and to maintain adequate levels of NSEP supplies and equipment at the Technical Center.
 - (g) Provides focal point for local coordination of NSEP with other Federal and local Government agencies, representing the Technical Center at meetings with such agencies.
 - (h) Acts as the Radiological Defense Officer for the Technical Center. Maintains an adequate supply of radiological equipment and ensures the assignment of radiological monitors as required, for the protection of Technical Center personnel.
 - (i) Implements the Technical Center Emergency Operations Plan during natural, national, or local emergency situations which affect operations of the Technical Center. *

* (4) Facilities Protection. The division:

(a) Manages physical security policy and key control procedures within all areas, buildings, and facilities.

(b) Provides security guard service and provides oversight of firefighting services for the Atlantic City International Airport and Technical Center facilities. Provides emergency services communication and dispatch. Provides firefighting support of research and development projects.

(c) Acts as contract officer's technical representative to monitor and ensure compliance by the security on-site contractor.

(d) Formulates requirement, specifications, maintenance, and procurement documentation of automated security systems.

(e) Acts as contract officer's technical representative for the automated physical security systems; and monitors and coordinates the Technical Center's in-house and contract application of automated security systems equipment to comply with FAR 107.

(f) Ensures that mutual aid agreements with surrounding communities for firefighting, ambulance/medical, and security/law enforcement support services are planned, developed, and executed.

(5) Special Projects. The division:

(a) Provides support and commits Technical Center resources to U.S. military and law enforcement activities. Serves as the Technical Center's focal point for providing logistic support to military and law enforcement agencies.

(b) Manages "special" projects and exercises conducted at the Technical Center involving U.S. military, Federal, State, and local law enforcement agencies.

(c) Provides support to special "community" activities.

(d) Manages the small arms ranges and explosive proficiency range.

c. Special Delegations. The Program Director, Airport Management and Emergency Operations Division, is designated as the Airport Manager of the Atlantic City International Airport. The Airport Manager, or in the absence of the Airport Manager, the Airport Operations Officer, is authorized to:

(1) Close the airport when conditions warrant, and reopen when determined to be operationally safe.

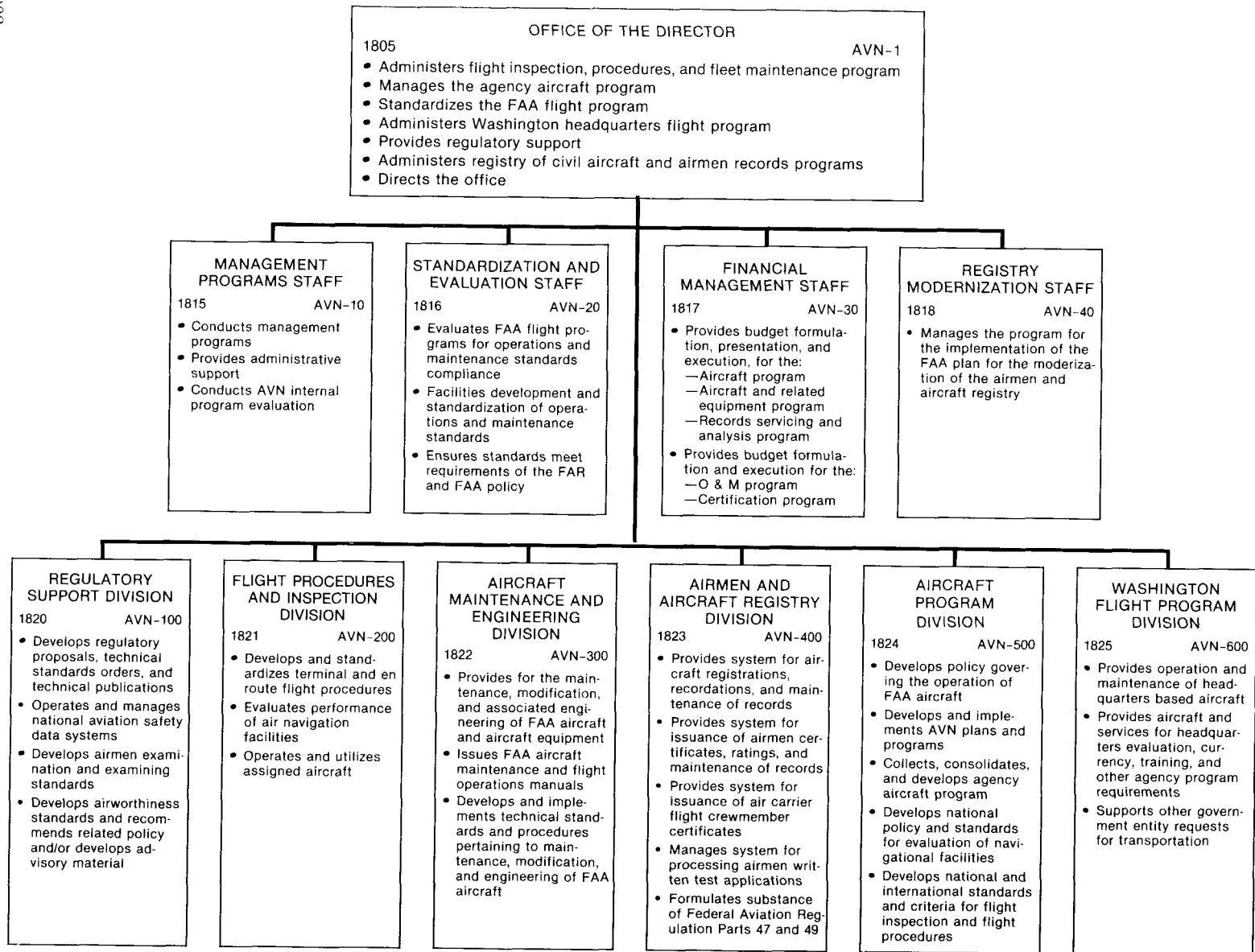
(2) Take action to ensure the safe and efficient operation of the Technical Center after hours, in the name of the Director, Technical Center.

1691.-1699. RESERVED.

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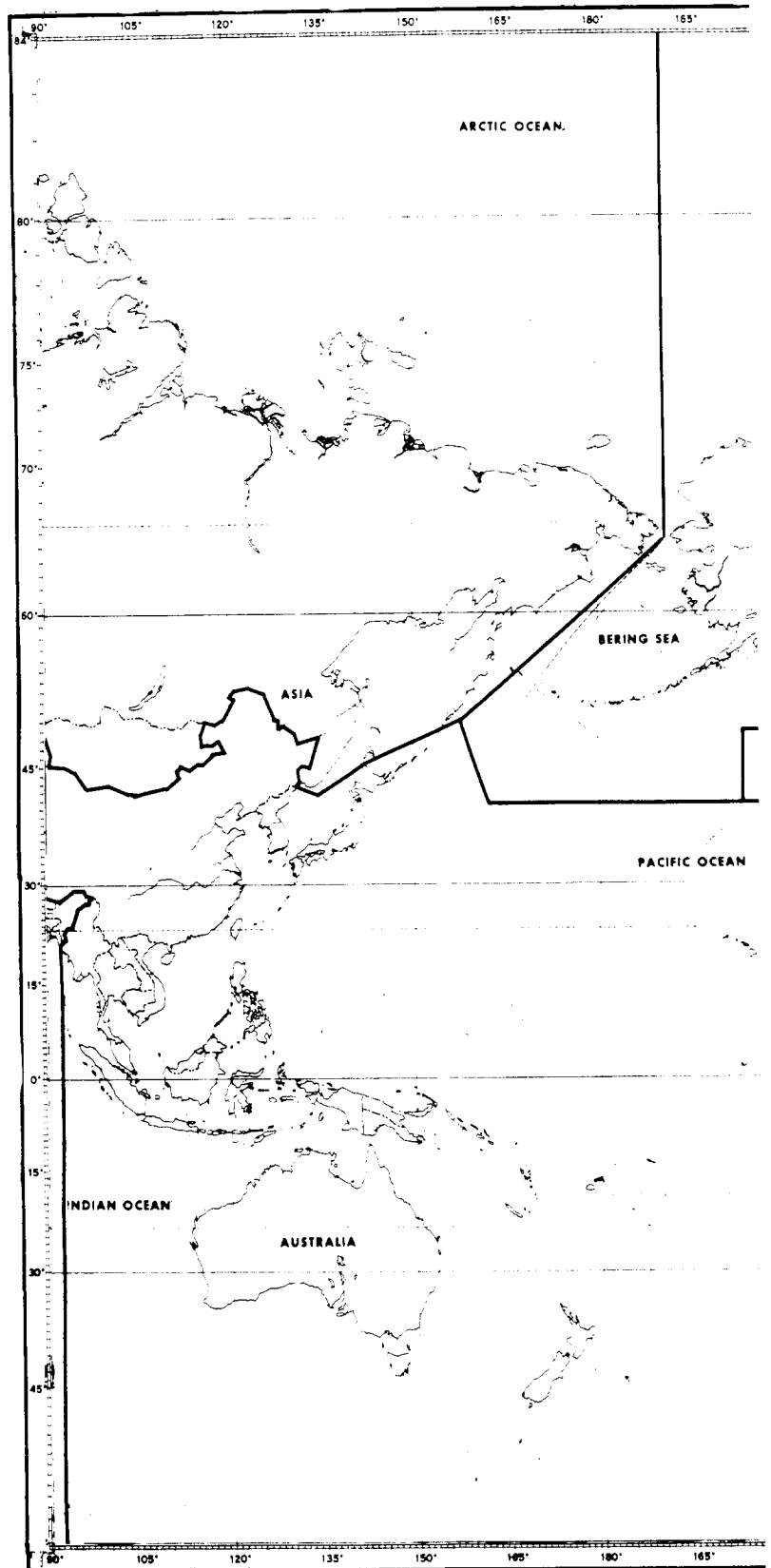
CHAPTER 18. AVIATION STANDARDS NATIONAL FIELD OFFICE

FIGURE 18-1. FUNCTIONAL ORGANIZATION CHART

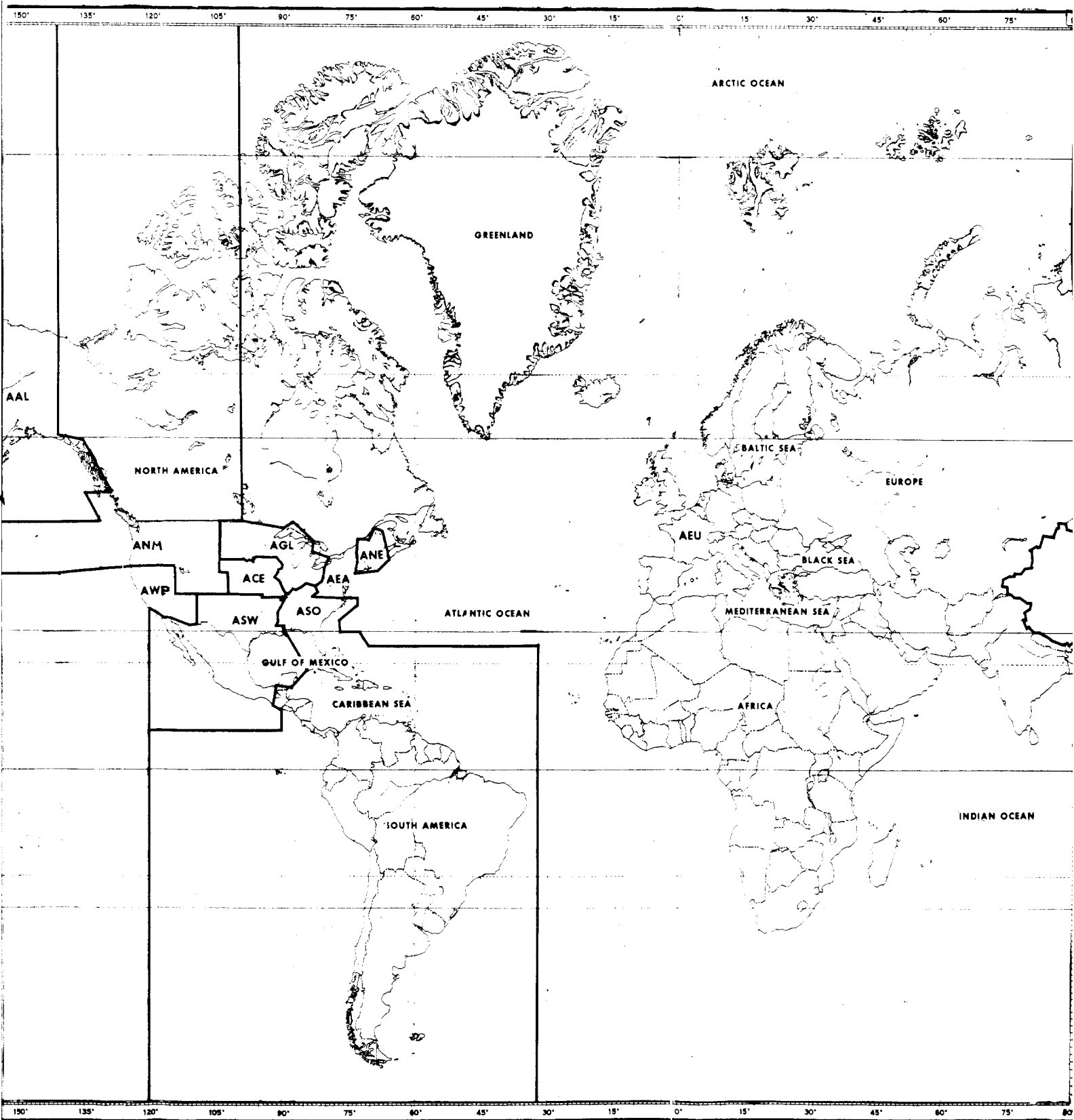


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NATIONAL JURISDICTIONS OF FAA REGIONS



CHAPTER 18. AVIATION STANDARDS NATIONAL FIELD OFFICE

1800. MISSION. To promote safety of flight by assuring the adequacy and accuracy of air navigation facilities; development and standardization of flight procedures; maintenance and engineering of the FAA aircraft fleet; provision of regulatory and standards development; management of the systems for registry of *civil aircraft and all official airmen records; and support of law enforcement agencies responsible for drug interdiction. *

1801. FUNCTIONAL ORGANIZATION. The functional organization structure of the Aviation Standards National Field Office is shown in figure 18-1.

1802. FUNCTIONS.

a. The office is responsible for:

- (1) Flight inspection of air navigation facilities.
- (2) Flight procedures development.
- (3) FAA aircraft operations and maintenance and the development and utilization of the FAA aircraft fleet.
- * (4) U.S. civil aircraft registry and FAR Part 47 and 49. *
- (5) Airmen certificates, ratings, and records.
- * (6) Airmen and aircraft information needs for law enforcement agencies. *
- * (7) Regulatory and standards development support to other elements reporting to the Executive Director for Regulatory Standards and Compliance. *

b. With respect to the foregoing, the office:

- (1) Develops and recommends national policies for issuance by the Administrator.
- (2) Develops and issues guidance, procedures, practices, and program plans consistent with national policies.
- (3) Directs and manages, through the Flight Inspection Field Offices, the conduct of the worldwide programs for the in-flight inspection of air navigation facilities.

(4) Develops and processes new and revised terminal and en route procedures.

(5) Performs or arranges for the performance of maintenance, modification, and associated engineering (except engineering and modifications associated with FAA Technical Center R&D requirements; however, final airworthiness release authority of the aircraft will remain with the Aviation Standards National Field Office) of FAA aircraft, avionics, and related equipment.

(6) Develops and issues technical standards, operating requirements, program schedules, and work priorities to guide Aviation Standards National Field Office elements in performing the flight inspection, flight procedures, and aircraft maintenance functions.

(7) Develops and recommends specific program goals and areas of emphasis to increase productivity and efficiency in assigned functions.

(8) Recommends budget levels for formulation of decision packages on national programs, and recommends allocations of appropriated resources based on review of the regional response to the call for estimates and quarterly review information.

(9) Provides for FAA aircraft operations and maintenance at the Washington Hangar 6 facility.

* (10) Conducts final review of applications for airmen certificates and ratings, issues certificates and ratings to airmen, and maintains the airmen records. *

(11) Maintains and operates the civil aircraft registry for registration of civil aircraft and the recordation of conveyances and encumbrances thereon.

(12) Develops justification and formulates the substance of new or amended Federal Aviation Regulations and supplementary regulatory material pertaining to aircraft registration and recording of aircraft titles and security documents covered by FAR Part 47 and FAR Part 49.

* (13) Provides assistance to law enforcement agencies engaged in drug interdiction by identifying and providing a timely and accurate means of receiving information about airmen and aircraft. *

- * (14) Develops airmen written and practical examinations.
- (15) Provides training for all designated airmen examiners.
- (16) Supports agency information requirements by managing the Aviation Safety Analysis System (ASAS) computer network and analyzing national aviation safety information systems.
- (17) Provides Hotline support for national aviation safety related information systems.
- (18) Provides aviation safety related information to the public via the Freedom Of Information Act (FOIA) and Privacy Act programs.
- (19) Accomplishes special engineering studies, technical reports, and publications.

c. Withdrawn - CHG 12 .

d. Withdrawn - CHG 12 .

*

1803.-1804. RESERVED.

1805. DELEGATIONS OF AUTHORITY. The Director, Aviation Standards National Field Office:

a. Derives authority from the Administrator through the Executive Director for Regulatory Standards and Compliance (AXR) and the Associate Administrator for Aviation Standards (AVS) and may further delegate authority, except where otherwise prohibited, to take any action with respect to assigned functions and responsibilities subject to:

- (1) Agency policies, standards, and procedures.
- (2) The technical guidance of other offices and services.
- (3) Limitations prescribed by the Associate Administrator for Aviation Standards.
- (4) The limitations prescribed in paragraph 1806.

b. Obtains guidance from Washington headquarters when agency standards and procedures have not been established. In the event of conflict or contradiction between or among objectives, policies, technical or professional standards, guidance, and procedures, the director shall report such problems to the appropriate level in the agency. In the event of conflict between these and the director's own delegated authority, the director shall first attempt to resolve the conflict with the issuing authority; if the matter is not satisfactorily resolved, the director will refer the problem to the Associate Administrator for Aviation Standards. Pending resolution, or in the event of an emergency, the director is authorized to take such action as in the director's good judgment is necessary and consistent with agency interest, objectives, and policy. Regardless of the director's authority, the director may submit any matter to Washington headquarters for advice, decision, or action, and the director should do so when in the director's judgment a matter is of sufficient significance to warrant such attention.

c. Acts for the Associate Administrator for Aviation Standards on all matters, both within and outside the agency, concerning the care, operation, maintenance, and protection of the aircraft that are under the director's authority.

d. Represents the Associate Administrator for Aviation Standards on all matters within the jurisdiction of AVN in conferences and meetings with the public, other departments and agencies of the Government, State and local officials, and on interagency committees.

1806. LIMITATIONS ON DELEGATIONS OF AUTHORITY. In exercising delegated authority, the director is subject to the same limitations as prescribed for the regional administrators in paragraphs 221 and 222 of this order, where they apply.

1807. SPECIAL RELATIONS. The Aviation Standards National Field Office:

* a. Maintains a special relation with all users of agency aircraft program resources including centers and regions, Office of the Secretary of Transportation, Office of the Secretary of Defense, and other Federal agencies. In addition, there must be a relationship maintained with ICAO representatives and with officials of the aviation industry, domestic and foreign.

b. Maintains close working relations with the Air Traffic Flight Standards, Systems Maintenance, and Engineering Services in recognition of the common interest in flight inspection activities, flight procedures establishment, minimum airborne equipment requirements, and the airmen written test and airmen certification programs. *

c. Maintains close working relations with regions and centers on matters pertaining to the maintenance of regional and center aircraft and flight inspection/flight procedures development.

* d. Maintains close working relations with the Office of International Aviation in connection with flight inspection services and airmen and aircraft informational and advisory services for foreign governments and international organizations.

e. Maintains close working relations with other offices and services reporting to the Executive Director for Regulatory Standards and Compliance in connection with assigned special projects supporting national program requirements. *

f. Maintains liaison with national defense organizations to provide flight inspection and procedures service to such organizations.

g. Maintains close working relations with the Office of Rulemaking, the Office of the Chief Counsel, and the assistant chief counsels on matters relating to rulemaking responsibilities for FAR Parts 47 and 49 and enforcement actions on airmen and aircraft.

h. Maintains close working relations with the Flight Standards field offices on matters pertaining to airmen written test, airmen certification, aircraft registration, and aircraft airworthiness information.

i. Maintains close working relations with the Office of Program and Resource Management on matters pertaining to automation in connection with the Aviation Safety Analysis System.

* j. Maintains close working relations with the Office of Civil Aviation Security to facilitate law enforcement agencies' efforts to identify airmen and aircraft engaged in illegal drug operations.

k. Maintains close working relations with the U.S. military and foreign governments with respect to engineering and maintenance of flight inspection systems. *

l. Maintains close working relations with the Aircraft Certification Service in the development of airworthiness standards and advisory material.

1808.-1809. RESERVED.

1810. OFFICE OF THE DIRECTOR. The Director, Aviation Standards National Field Office:

a. Advises and assists the Associate Administrator for Aviation Standards in providing support in the justification of budget estimates; in the administration of executive decisions; and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. Assures that assigned programs are administered in accordance with agency policies, standards, systems, and procedures and is responsible to the Associate Administrator for Aviation Standards for achieving prescribed program objectives and goals.

c. Provides for effective evaluation of program performance and ensures the adequacy of follow-up to secure correction of deficiencies.

d. Assures that all elements of the Aviation Standards National Field Office participate constructively in the FAA Equal Employment Opportunity Action Plan and in equal employment opportunity planning for the future.

e. Provides leadership and direction in the planning, management, and control of office activities.

f. Provides for FAA aircraft operations and maintenance activities at the Washington Hangar 6 facility.

* g. Provides for the centralized management of the FAA Aircraft Program and the associated FAA Flight Safety Program. *

h. Provides regulatory support to other elements reporting to the Executive Director for Regulatory Standards and Compliance.

1811. WITHDRAWN - CHG 12.

* 1812. WITHDRAWN - CHG 12.

1813. RESERVED.

1814. WITHDRAWN - CHG 12. *

1815. MANAGEMENT PROGRAMS STAFF.

* a. With respect to matters within the scope of the director's authority and direction, the Management Programs Staff is responsible for:

- (1) Internal evaluation activities relative to program administration.
- (2) Information Resources Management Plan activities.
- (3) Emergency operations planning.
- (4) Human resource management programs.
- (5) Interfunctional requirements for services provided by the Mike Monroney Aeronautical Center.
- (6) Paperwork management programs.
- (7) Goals and objectives program.
- (8) Administrative programs (e.g., Public Affairs activities, Administrator's Hotline, Congressional and Freedom of Information Act (FOIA) inquiries).

b. With respect to the foregoing, the staff:

- (1) Develops, coordinates, and issues technical guidance and procedures consistent with national policies and FAA goals and objectives.
- (2) Provides advice and assistance to the divisions and staffs in the development and execution of assigned programs.
- (3) Integrates various components of AVN's long-range strategic planning activities to support future organizational and managerial directions for the regulatory and National Airspace System (NAS) programs.
- (4) Develops and administers systems and procedures designed to facilitate effective and efficient management of programs assigned to the director.
- (5) Develops and conducts the internal AVN evaluation program and serves as the focal point for audits; e.g., Office of Inspector General (OIG), Government Accounting Office (GAO), etc.

*

* (6) Provides leadership and direction for organization, staffing, training, and other human resource management programs.

(7) Provides a point of liaison with the regions, centers, and other headquarters elements on administrative, legal, and program management matters.

(8) Conducts studies and makes recommendations concerning organization structure, functions, and programs.

(9) Provides a focal point and coordinates the development of AVN:

(a) Emergency readiness plans/activities.

(b) Information resources management plans/activities.

(c) Personnel security, physical security, and automated information systems security plans/activities.

(d) Office of Management and Budget (OMB) Circular A-123, Internal Controls, plans/activities.

(10) Develops, coordinates, and manages training requirements and plans within the framework of agency training policies.

(11) Develops interfunctional requirements and coordinates facility services, communications, space, and property management activities of AVN organizational elements located at the Aeronautical Center. *

*1816. STANDARDIZATION AND EVALUATION STAFF. The staff is responsible for the following functions:

a. Evaluates and facilitates the development and implementation of national standards and guidelines for the operation and maintenance of FAA owned and leased aircraft.

b. Develops guidance and procedures that ensure all FAA flight operations and maintenance programs utilize and conform to published standards.

c. Develops standard procedures on various aircraft for pilot personnel, which ensure uniform application of all aircraft operating procedures.

d. Conducts evaluations of FAA flight programs to determine whether or not standards and guidelines are appropriate, complete, and meet the requirements of the FAR and AVN policy.

e. Evaluates the application of AVN and other national guidelines, directives, and management systems to ensure conformance and standardization within the FAA flight program.

f. Conducts evaluations to ensure FAA crewmembers and maintenance personnel meet or continue to meet the requirements of the FAR and training programs.

g. Monitors and evaluates operations and maintenance training, including contract training, and reports to the appropriate division any deficiencies in performance or deviations from approved training course outlines.

h. Determines that data submitted for the development and revision of Minimum Equipment Lists (MELs) for FAA aircraft, meet the requirements of the FAR.

i. Conducts test flights to determine that aircraft meet airworthiness specifications following maintenance and alterations. Provides flight personnel to support engineering flight tests.

j. Arranges for logistical support of FAA aircraft and for other special flight duties as required. *

*1817. FINANCIAL MANAGEMENT STAFF.

a. The Financial Management Staff advises and assists the director in providing financial and budgetary advice for the national AVN programs as well as any other activities which may reside in AVN. This includes:

(1) Collecting and consolidating agency requirements to support the total agency aircraft program including regions and the European Office; and the Records Servicing and Analysis (RS&A) program.

(2) Developing the annual budget submissions to support the total aircraft and related equipment program regarding headquarters, regional, and center requirements; the total agency aircraft program including regions and the European office; and the RS&A program.

(3) Collecting and consolidating AVN requirements and developing the annual budget submissions to support AVN's portion of a national program.

b. With respect to the foregoing, the staff:

(1) Advises the director, the Associate Administrator for Aviation Standards, and other principal officials, on budgetary matters of the agency aircraft program, the aircraft and related equipment program or other facilities and equipment programs, the RS&A program appropriate to the national level, and is the centralized focus for these activities within AVN.

(2) Consults with other organizational elements of AVN, other Washington headquarters components, regions, and centers in the determination of the agency aircraft program, the aircraft and related equipment program, and the RS&A program and assists in the planning and development of agency programs.

(3) Provides the agency focal point for the coordination, consolidation, development, submission, and execution of budget and fiscal requirements for the total AVN functional programs and the national programs for which AVN has program office responsibility.

(4) Provides continuous liaison between the Office of Program and Resource Management (APR) and other external and internal organizations with respect to assigned programs and financial matters.

(5) Conducts periodic status reviews of approved fiscal programs and prepares reprogramming recommendations of agency resources.

(6) Analyzes the financial effects of proposed legislation on AVN, the agency aircraft program, the aircraft and related equipment program, and the RS&A program.

(7) Develops and recommends procedures governing the financial aspects of reimbursable agreements.

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*1818. REGISTRY MODERNIZATION STAFF.

a. The staff is responsible for the accomplishment of the FAA Plan for the Modernization of the Airmen and Aircraft Registry mandated by the Anti-Drug Abuse Act of 1988.

b. With respect to the foregoing, the staff:

(1) Provides program coordination and interface with FAA centers, regions, and other headquarters elements, the Department of Transportation and its modal agencies, and other Government agencies.

(2) Provides FAA representation at industry, inter-agency, and inter-departmental meetings and conferences on the development, review, and evaluation of drug interdiction program requirements, plans, and policies involving the Airmen and Aircraft Registry Division.

(3) Adjusts the Modernization Plan requirements and timetables based on long-term implications of policy, program, financial, and regulatory decisions.

(4) Provides strategic planning analysis to identify policy and program shortfalls, gaps in planned capability, and opportunities for improvement of Modernization Plan timetable goals and cost reduction possibilities.

(5) Evaluates the Modernization Plan progress to assess action versus expected results and identifies and implements necessary changes.

(6) Develops criteria for the Airmen and Aircraft Registry Division staffing, organizational structure, contractual support, equipment and facility/space requirements to meet its responsibilities under the Anti-Drug Abuse Act of 1988.

(7) Develops position papers and background and briefing materials concerning the program for agency and departmental use.

(8) Provides expertise in the development and writing of rulemaking associated with Federal Aviation Regulations (FAR) Parts 47 and 49 and other Parts of the FAR as required to implement the Anti-Drug Abuse Act of 1988. *

1819. RESERVED.

1820. REGULATORY SUPPORT DIVISION.

a. The division is responsible for:

* (1) Developing, when requested, regulatory proposals, technical standards orders, and technical publications. *

(2) Operating and managing national aviation safety data systems.

(3) Developing airmen examination and examining standards.

(4) Developing airworthiness standards and recommendation of related policy and/or development of advisory material.

b. With respect to the foregoing, the division:

(1) Provides regulatory and standards development support to other offices and services under the direction of the Executive Director for Regulatory Standards and Compliance.

(2) Conducts assigned projects and studies relating to the development of standards, regulatory proposals, technical standard orders, and technical publications.

(3) Conducts preliminary technical analyses, processes violation and accident/incident reports, and prepares final studies and reports.

(4) Conducts preliminary analyses, processes data, and conducts and issues studies on mechanical discrepancies reported on civil aviation products.

(5) Develops and maintains airmen examinations and examining standards and prepares associated study guides, manuals, and internal directives.

* (6) Receives, processes, publishes, and maintains aircraft certification publications in accordance with established procedures and schedules, including Type Certificate Data Sheets, Supplemental Type Certificate Summaries, Parts Manufacturer Approval Listings, Technical Standard Order Indexes, Designated Engineering Representatives Listings, Airworthiness Directives, Airworthiness Directives Summaries, and Airworthiness Directives bi-weekly lists.

(7) Disseminates aviation safety related information to the public via the Freedom of Information Act (FDIA) and Privacy Act programs and to other FAA and Government offices.

(8) Manages the Aviation Safety Analysis System (ASAS) computer network, analyzes national aviation safety information systems, and operates the ASAS Hotline. *

1821. FLIGHT PROCEDURES AND INSPECTION DIVISION.

a. The division is responsible for:

(1) Development and standardization of terminal and en route procedures (except air traffic procedures) and related standards.

(2) Certification and quality assurance of performance of air navigation facilities.

* (3) Operation and utilization of assigned aircraft. *

b. With respect to the foregoing, the division:

(1) Advises the director, the Associate Administrator for Aviation Standards, and other principal officials and serves as a central point of contact on matters appropriate to the national/international level.

(2) Maintains liaison with national defense organizations to assure fulfillment of FAA responsibilities for providing flight inspection and instrument flight procedures service to such organizations.

(3) Exercises line authority over all Flight Inspection Field Offices (FIFO).

(4) Directs the overall operation of the domestic and international flight inspection and procedures program.

* (5) Provides the central point of coordination for execution of flight inspection, logistics, instrument flight procedures, and FIFO line maintenance. (Line maintenance for the Atlantic City and Oklahoma City FIFO is performed by AVN-300.) *

(6) Directs the development and standardization of all FAA-originated instrument flight procedures (except air traffic procedures).

* (7) Conducts operational liaison with appropriate regional and headquarters Flight Standards, Airway Facilities, Air Traffic organizations, military organizations, the user community, and international government organizations. *

(8) Develops, implements, operates, and maintains the Instrument Approach Procedures Automation (IAPA) System.

(9) Develops, maintains, and controls an international comprehensive NAVAID facility/airports data and instrument procedures data base which supports all flight inspection and instrument procedures programs.

(10) Provides international guidance and control of all magnetic radial alignment within the National Airspace System.

* (11) Develops, controls, and maintains computerized data systems used for flight inspection and instrument flight procedures application in support of national and international operations.

(12) Provides logistics operations for the transportation of personnel, goods, equipment, supplies, and emergency medical services as required.

(13) Represents AVN in international meetings to further U.S. interests and to develop International Memoranda of Agreement for flight inspection and instrument flight procedure services. This function is performed in conjunction with the Office of International Aviation.

(14) Determines requirements for the development and standardization of technical training to support the national flight inspection/procedures mission.

c. Withdrawn - CHG 12.

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1822. AIRCRAFT MAINTENANCE AND ENGINEERING DIVISION.

* a. The division advises and assists the director in providing national program management for all matters associated with planning, programming and appraisal of all FAA aircraft engineering and maintenance program activities. This includes:

(1) Maintenance, modification, and associated engineering (except engineering and modifications associated with the FAA Technical Center R&D requirements; however, final airworthiness release of the aircraft will remain with AVN) of FAA aircraft, avionics, and related equipment.

(2) Providing the focus for the agency's centralized aircraft configuration management of all agency aircraft to ensure the efficient use of engineering and maintenance program resources.

(3) Coordinating, consolidating, developing and assisting in the implementation of engineering and maintenance plans and programs supporting the short- and long-term strategic plans in accordance with agency goals and objectives.

(4) Developing engineering and maintenance requirements, cost estimates, and materials for the annual budget and fiscal program submissions to support the total aircraft program regarding headquarters, regional, and center requirements.

(5) Conducting special projects for accomplishment of all studies on the engineering and maintenance requirements of aircraft programs and major system acquisitions which may have agency-wide impact.

(6) Collaborating with other Government agencies, military, industry, and international representatives to ensure an interchange of engineering and manufacturing information as advancing state-of-the-art techniques in such areas as corrosion control, flight inspection avionics, and agency aircraft.

(7) Developing national engineering and maintenance program criteria for flight inspection avionics and systems.

(8) Development and issuance of FAA aircraft maintenance and related flight operations publications. *

* b. With respect to the foregoing, the division:

(1) Advises the director, the Associate Administrator for Aviation Standards, and other principal officials on engineering and maintenance of the agency aircraft program appropriate to the national level and as the centralized focus for these activities with AVN.

(2) Coordinates the development of and recommends national programs, procedures, systems, and standards governing the engineering and maintenance of agency aircraft and flight inspection system requirements.

(3) Coordinates engineering and maintenance program requirements and assists in the evaluation of user requests for allocation of aircraft resources.

(4) Develops plans and programs and provides for acquisition, assignment, and disposition of resources within the approved engineering and maintenance program.

(5) Provides a comprehensive system to collect, evaluate, and analyze data on all aspects of fleet operation to ensure that engineering and maintenance resources are planned, justified, programmed, assigned, and utilized in accordance with FAA policies and objectives.

(6) Coordinates requirements and consolidates, develops, maintains, and supports engineering and maintenance program responsibilities to the AVS long-term strategic plans, including the NAS, R&D, DOD, etc., in support of national and international objectives. This includes the 5-year planning chart of prioritized projects.

(7) Consults with other organizational elements of AVN, other Washington headquarters components, regions, and centers and provides the engineering and maintenance expertise for the planning and development of agency programs.

(8) Conducts continuous liaison with the aviation industry, aircraft-related equipment manufacturers, and DOD regarding availability and acquisition of flight inspection equipment and provides recommendations as appropriate.

(9) Accomplishes special project and major systems acquisitions associated with strategic plans that have agency-wide impact on the National Airspace System.

*

* (10) Establishes requirements for technical training associated with maintenance/engineering of the FAA fleet.

(11) Initiates, develops, and approves associated engineering criteria for aircraft alterations and major repair, and performs or arranges for the performance of aircraft modifications, maintenance, avionics, overhaul of FAA aircraft fleet, and aircraft-related equipment at all AVN locations to support strategic plans and national airspace objectives.

(12) Monitors and coordinates the requisition, tracking, shipment, and delivery of aircraft parts and supplies to ensure the operational readiness of the FAA agency aircraft fleet to meet critical national airspace flight inspection requirements. Develops and maintains a computerized national parts tracking system to identify critical parts shortages and needs before they adversely impact the national aircraft mission.

(13) Designs, develops, and installs flight inspection and other aircraft equipment to be used by the agency, U.S. military, and foreign governments to meet national or international commitments, as assigned by the director or other high level agency officials.

(14) Initiates and develops engineering and reliability criteria and data in support of Federal Aviation Regulations, Advisory Circulars, and Technical Standard Orders.

(15) Provides the focal point for the evaluation and applicability of all Airworthiness Directives, Service Bulletins, letters, or instructions for all agency aircraft as they affect the safety, cost-effectiveness, and mission-worthiness.

(16) Prepares, maintains, and issues maintenance and related flight operations publications.

c. Withdrawn - CHG 12.

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1823. AIRMEN AND AIRCRAFT REGISTRY DIVISION.

a. The division is responsible for the:

(1) Management and operation of the national/agency- wide system for registration of U.S. civil aircraft.

(2) Development of national regulatory standards and procedures relating to civil aircraft registration and recordation.

(3) Development, operation, and management of the agency-wide system for review and issuance of airmen certificates and ratings and the maintenance of all related official airmen records for the agency.

* (4) Support of law enforcement agencies' drug interdiction efforts. *

b. With respect to the foregoing, the division:

(1) Establishes, maintains, and operates systems for the registration of civil aircraft and the recordation of conveyances and encumbrances thereon.

* (2) Determines the need for, develops the justification for, and formulates the substance of new or amended Federal Aviation Regulations and supplementary regulatory material pertaining to aircraft registration and recording of aircraft titles and security documents covered in FAR Part 47 and FAR Part 49. *

(3) Establishes, maintains, and operates a system for processing written test and airmen applications.

* (4) Provides a comprehensive system for the final review of applications for airmen certificates and ratings, issuance of certificates and ratings of airmen and establishes, maintains, and operates the airmen records system. *

(5) Provides technical advice and assistance to the regions, other Government offices, and the public.

(6) Provides liaison activities with counterparts in foreign governments to ensure conformance with treaty obligations.

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(7) Provides staff assistance to the director on all matters pertaining to the administration and operation of the program of the Airmen and Aircraft Registry Division.

(8) Provides a system for review, approval, and issuance of certificates used by air carrier flight crewmembers as passports in accordance with the ICAO treaty.

* (9) Provides a system designed to provide prompt and accurate identification of airmen and aircraft for law enforcement agencies involved with drug interdiction.

c Withdrawn - CHG 12.

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* 1824. AIRCRAFT PROGRAM DIVISION.

a. The division advises and assists the director in providing national program policy and management for all matters associated with planning and programming for, and appraisal of, the FAA aircraft program activities. This includes:

(1) Providing the focus for the agency's centralized oversight management and administration for the efficient use of agency aircraft program resources and developing, recommending, and maintaining the policy and management procedures for the operation and maintenance of FAA aircraft.

(2) Coordinating, consolidating, developing, and assisting in the implementation of plans and programs supporting the short- and long-term strategic plans for the aircraft program in accordance with agency goals and objectives.

(3) Developing requirements, cost estimates, and material for the annual budget and fiscal program submissions to support the total aircraft and related equipment program regarding headquarters, regional, and center requirements. *

(4) Conducting special projects for accomplishment of internal and external studies of aircraft program and major system acquisitions which may have agencywide impact.

* (5) Developing and recommending national and international policy, standards, and criteria for evaluation of navigational systems and their operational use.

(6) Developing national and international criteria governing the operational use of air navigation facilities and the development of en route and terminal instrument flight procedures, civil and military, domestic and foreign.

(7) Withdrawn - CHG 12.

(8) Collaborating with other government agencies, military, industry, and international representatives, thus ensuring interchange of information and progress in techniques and methodology in such areas as instrument flight operation and risk modeling. *

b. With respect to the foregoing, the division:

(1) Advises the director, the Associate Administrator for Aviation Standards, and other principal officials, on matters of the agency aircraft program appropriate to the national level and is the centralized focus for these activities within the Aviation Standards National Field Office.

(2) Coordinates the development of and recommends national policies, procedures, systems, and standards governing the operation of agency aircraft and the minimum qualifications of flight crewmembers.

(3) Coordinates operational requirements and determinations on types and numbers of aircraft and related equipment required to meet agency objectives in the various aircraft programs and evaluates user requests for allocation of aircraft resources.

(4) Develops plans and programs and provides for acquisition, assignment, and disposition of resources within the approved flight-hour program.

(5) Provides a comprehensive system to collect, evaluate, and analyze data on all aspects of fleet management to ensure that FAA aircraft program resources are planned, justified, programmed, assigned, and utilized in accordance with FAA policies and objectives.

* (6) Coordinates requirements and consolidates, develops, maintains, and supports the implementation of aircraft program responsibilities to the AVS long-term strategic plans including the NAS, R&D, DOD, etc., in support of national and international objectives. This includes the 3- and 5-year and longer-term plans.

(7) Develops and issues program guidelines and standards (staffing, flight-hours, etc.) for use by AVN, other Washington headquarters elements, regions, and centers for planning, programming and budgeting purposes associated * with aircraft program activities and assists in the determination of flight program human resource requirements by use of planning guidelines.

(8) Consults with other organizational elements of AVN, other Washington headquarters components, regions, and centers in the determination of aircraft and related equipment requirements and assists in the planning and development of agency programs.

(9) Conducts continuous liaison with the aviation industry, aircraft related equipment manufacturers, and DOD regarding availability and acquisition of aircraft program resources and provides recommendations as appropriate.

* (10) Provides the agency focal point for development of the aircraft and related equipment program requirements. *

(11) Serves as the focal point for all activities associated with OMB Circular A-76 and A-126 (special projects or special assistance).

(12) Accomplishes special project and major systems acquisitions associated with strategic plans that may have agencywide impact and/or are not assignable to another specific organizational element.

* (13) Establishes and manages a comprehensive program for the appraisal of aircraft program policy compliance.

(14) Withdrawn - CHG 12. *

(15) Executes standards development projects involving criteria for the establishment and conduct of en route and terminal flight procedures and in-flight performance and use of air navigation facilities.

(16) Represents AVN in international meetings to further U.S. interests and to develop International Standards and Recommended Practices for the International Civil Aviation Organization (ICAO). This function is performed in coordination with the Office of International Aviation.

(17) Provides consultation and coordination between the Flight Procedures and Inspection Division and other Washington headquarters elements on policy and international activities to resolve flight procedures and inspection problems.

* (18) Withdrawn - CHG 12.

(19) Withdrawn - CHG 12.

(20) Withdrawn - CHG 12.

(21) Withdrawn - CHG 12.

(22) Withdrawn - CHG 12. *

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* (23) Ensures that the criteria for national application to the development of instrument procedures, en route and terminal, are developed in a timely manner, coordinated as appropriate, and published as the U.S. Standard for Terminal Procedures (TERPS).

(24) Ensures that criteria for international application to the development of instrument procedures, en route and terminal, are developed in a timely manner, coordinated as appropriate, and presented to the appropriate ICAO subgroup for publication as international standards.

c. Special Relations. The division maintains a special relation with all users of agency aircraft program resources, including the centers and regions, in addition to those special relations required with the Office of the Secretary of Transportation, the Office of Secretary of Defense, and other Federal agencies. In addition, there must be maintained a relationship with ICAO representatives and with officials of the aviation industry, domestic and foreign. *

*1825. WASHINGTON FLIGHT PROGRAM DIVISION

a. The division provides for the operation and maintenance of aircraft at Washington National Airport, Hangar 6, in accordance with Part 91 of the Federal Aviation Regulations and other established policies, standards, and procedures.

b. With respect to the foregoing, the division:

(1) Develops and recommends plans and programs to provide aircraft and services to facilitate headquarters evaluation, currency, and training requirements.

(2) Provides aircraft and services for other agency programs and supports those requests for transportation of other Government entities as directed by FAA management.

(3) Coordinates and schedules Hangar 6 and open market rental aircraft to support the headquarters flight and other programs, as directed.

(4) Develops course materials and coordinates plans and schedules to conduct initial and recurrent flight training for headquarters and field personnel on aircraft based at Hangar 6.

(5) Maintains a control and record-keeping system to manage the use of resources, schedules required airworthiness inspections and maintenance, maintains pilot records that reflect activity and proficiency levels, and provides pertinent information to develop fiscal programs and budget estimates.

(6) Conducts a periodic analysis of flight schedules and aircraft utilization to achieve maximum use of resources. Prepares quarterly report for FAA management with recommendations for improvement.

(7) Develops and administers the Hangar 6 security program to control access to the hangar and Washington National Airport and to ensure the security of all aircraft operated from the Hangar 6 facility.

(8) Maintains operational control over FAA Hangar 6 aircraft through scheduling, dispatch, and flight following. This ensures that information pertaining to aircraft and crew status is immediately available to the Manager, Washington Flight Program Division. *

* (9) Develops and maintains the maintenance requirements for contract maintenance of assigned agency aircraft.

(10) Provides for daily aircraft maintenance of assigned agency aircraft and develops schedules for routine and major maintenance with various and appropriate contractors. *

1826.-1899. RESERVED.

CHAPTER 18. AVIATION STANDARDS NATIONAL FIELD OFFICE

1800. MISSION. To promote safety of flight by assuring the adequacy and accuracy of air navigation facilities; development and standardization of flight procedures; maintenance and engineering of the FAA aircraft fleet; provision of regulatory and standards development; and the management of the systems for registry of civil aircraft and all official airmen records.

1801. FUNCTIONAL ORGANIZATION. The functional organization structure of the Aviation Standards National Field Office is shown in figure 18-1.

1802. FUNCTIONS.

a. The office is responsible for:

- (1) Flight inspection of air navigation facilities.
- (2) Flight procedures development.
- (3) FAA aircraft operations and maintenance and the development and utilization of the FAA aircraft fleet.
- (4) U.S. civil aircraft registry.
- (5) Airmen certificates, ratings, and records.

b. With respect to the foregoing, the office:

- (1) Develops and recommends national policies for issuance by the Administrator.
- (2) Develops and issues guidance, procedures, practices, and program plans consistent with national policies.
- (3) Directs and manages, through the Flight Inspection Field Offices, the conduct of the worldwide programs for the in-flight inspection of air navigation facilities.
- (4) Develops and processes new and revised terminal and en route procedures.
- (5) Performs or arranges for the performance of maintenance, modification, and associated engineering (except engineering and modifications associated with FAA Technical Center R&D requirements; however, final airworthiness release authority of the aircraft will remain with the Aviation Standards National Field Office) of FAA aircraft, avionics, and related equipment.

(6) Develops and issues technical standards, operating requirements, program schedules, and work priorities to guide Aviation Standards National Field Office elements in performing the flight inspection, flight procedures, and aircraft maintenance functions.

(7) Develops and recommends specific program goals and areas of emphasis to increase productivity and efficiency in assigned functions.

(8) Recommends budget levels for formulation of decision packages on national programs, and recommends allocations of appropriated resources based on review of the regional response to the call for estimates and quarterly review information.

(9) Provides for FAA aircraft operations and maintenance at the Washington Hangar 6 facility.

(10) Conducts final review and issues certificates and ratings to airmen and maintains the airmen records.

(11) Maintains and operates the civil aircraft registry for registration of civil aircraft and the recordation of conveyances and encumbrances thereon.

(12) Develops justification and formulates the substance of new or amended Federal Aviation Regulations and supplementary regulatory material pertaining to aircraft registration and recording of aircraft titles and security documents covered by FAR Part 47 and FAR Part 49.

c. Provides regulatory and standards development support to other elements reporting to the Executive Director for Regulatory Standards and Compliance by carrying out projects relating to the establishment of standards, developing airman written examinations, managing and analyzing national safety data systems, conducting special engineering studies, and preparing technical reports and publications.

d. Develops and submits budgetary and fiscal requirements for the Aviation Standards National Field Office.

1803.-1804. RESERVED.

1805. DELEGATIONS OF AUTHORITY. The Director, Aviation Standards National Field Office:

a. Derives authority from the Administrator through the Executive Director for Regulatory Standards and Compliance (AXR) and the Associate Administrator for Aviation Standards (AVS) and may redelegate authority, except where otherwise prohibited, to take any action with respect to assigned functions and responsibilities subject to:

- (1) Agency policies, standards, and procedures.
- (2) The technical guidance of other offices and services.
- (3) Limitations prescribed by the Associate Administrator for Aviation Standards.
- (4) The limitations prescribed in paragraph 1806.

b. Obtains guidance from Washington headquarters when agency standards and procedures have not been established. In the event of conflict or contradiction between or among objectives, policies, technical or professional standards, guidance, and procedures, the director shall report such problems to the appropriate level in the agency. In the event of conflict between these and the director's own delegated authority, the director shall first attempt to resolve the conflict with the issuing authority; if the matter is not satisfactorily resolved, the director will refer the problem to the Associate Administrator for Aviation Standards. Pending resolution, or in the event of an emergency, the director is authorized to take such action as in the director's good judgment is necessary and consistent with agency interest, objectives, and policy. Regardless of the director's authority, the director may submit any matter to Washington headquarters for advice, decision, or action, and the director should do so when in the director's judgment a matter is of sufficient significance to warrant such attention.

c. Acts for the Associate Administrator for Aviation Standards on all matters, both within and outside the agency, concerning the care, operation, maintenance, and protection of the aircraft that are under the director's authority.

d. Represents the Associate Administrator for Aviation Standards on all matters within the jurisdiction of AVN in conferences and meetings with the public, other departments and agencies of the Government, State and local officials, and on interagency committees.

1806. LIMITATIONS ON DELEGATIONS OF AUTHORITY. In exercising delegated authority, the director is subject to the same limitations as prescribed for the regional administrators in paragraphs 221 and 222 of this order, where they apply.

1807. SPECIAL RELATIONS. The Aviation Standards National Field Office:

a. Allocates aircraft to user organizational elements of FAA for program accomplishment. User organizational elements are responsible for the flight scheduling and mission performance of such aircraft and for assuring operation, maintenance, and utilization in accordance with FAA standards and procedures.

b. Maintains close working relations with the Air Traffic Operations, Flight Standards, Systems Maintenance, and Program Engineering Services in recognition of the common interest in flight inspection activities, flight procedures establishment, and minimum airborne equipment requirements, and the airmen written test and airmen certification programs.

c. Maintains close working relations with regions and centers on matters pertaining to the maintenance of regional and center aircraft and flight inspection/flight procedures development.

d. Maintains a close working relationship with the Office of International Aviation in connection with flight inspection services and airmen and aircraft informational and advisory services for foreign governments and international organizations.

e. Maintains close working relations with other offices reporting to the Executive Director for Regulatory Standards and Compliance in connection with assigned special projects supporting national program requirements.

f. Maintains liaison with national defense organizations to provide flight inspection and procedures service to such organizations.

g. Maintains close working relations with the Office of Rulemaking, the Office of the Chief Counsel, and the assistant chief counsels on matters relating to rulemaking responsibilities for FAR Parts 47 and 49 and enforcement actions on airmen and aircraft.

h. Maintains close working relations with the Flight Standards field offices on matters pertaining to airmen written test, airmen certification, aircraft registration, and aircraft airworthiness information.

i. Maintains close working relations with the Office of Program and Resource Management on matters pertaining to automation in connection with the Aviation Safety Analysis System.

1808.-1809. RESERVED.

1810. OFFICE OF THE DIRECTOR. The Director, Aviation Standards National Field Office:

a. Advises and assists the Associate Administrator for Aviation Standards in providing support in the justification of budget estimates; in the administration of executive decisions; and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. Assures that assigned programs are administered in accordance with agency policies, standards, systems, and procedures and is responsible to the Associate Administrator for Aviation Standards for achieving prescribed program objectives and goals.

c. Provides for effective evaluation of program performance and ensures the adequacy of followup to secure correction of deficiencies.

d. Assures that all elements of the Aviation Standards National Field Office participate constructively in the FAA Equal Employment Opportunity Action Plan and in equal employment opportunity planning for the future.

e. Provides leadership and direction in the planning, management, and control of office activities.

f. Provides for FAA aircraft operations and maintenance activities at the Washington Hangar 6 facility.

g. Provides for the centralized management of the agency aircraft program.

h. Provides regulatory support to other elements reporting to the Executive Director for Regulatory Standards and Compliance.

1811. DEPUTY DIRECTOR. Participates with and assists the director in the overall planning, direction, and control of the Aviation Standards National Field Office programs.

1812. WASHINGTON LIAISON STAFF. Represents the director in Washington headquarters in coordinating AVN programs with other AXR offices, the Office of the Administrator, and the Office of the Secretary of Transportation.

1814. HEADQUARTERS AIRCRAFT MANAGEMENT STAFF.

a. The staff provides for the operation and maintenance of aircraft at Washington National Airport, Hangar 6, in accordance with Part 91 of the Federal Aviation Regulations and other established policies, standards, and procedures.

b. With respect to the foregoing, the staff:

(1) Develops and recommends plans and programs to provide aircraft and services to facilitate headquarters evaluation, currency, and training requirements.

(2) Provides aircraft and services for other agency programs and supports those requests for transportation of other government entities as directed by FAA management.

(3) Coordinates and schedules Hangar 6 and other market rental aircraft to support the headquarters flight and other programs, as directed.

(4) Develops course materials and coordinates plans and schedules to conduct initial and recurrent flight training for headquarters and field personnel on aircraft based at Hangar 6.

(5) Maintains a control and recordkeeping system to manage the use of resources, schedules required airworthiness inspections and maintenance, maintains pilot records that reflect activity and proficiency levels, and provides pertinent information to develop fiscal programs and budget estimates.

(6) Conducts a periodic analysis of flight schedules and aircraft utilization to achieve maximum use of resources. Prepares quarterly report for FAA management with recommendations for improvement.

(7) Develops and administers the Hangar 6 security program to control access to the hangar and Washington National Airport and to ensure the security of all aircraft operated from the Hangar 6 facility.

(8) Maintains operational control over FAA Hangar 6 aircraft thorough scheduling, dispatch, and flight following. This ensures that information pertaining to aircraft and crew status is immediately available to the Manager, Headquarters Aircraft Management Staff.

1815. MANAGEMENT PROGRAMS STAFF.

a. The staff provides the AVN management program services within the purview and under the direction of the director. The staff assists the director in developing, controlling, coordinating, and ensuring the adequacy of management programs under the director's executive direction by:

(1) Establishing AVN requirements and criteria pertaining to management programs including organization, staffing, human resource management, training, and administrative support.

(2) Developing, implementing, and administering staff support systems and procedures to facilitate the management and control of AVN administrative programs.

(3) Developing and conducting the internal AVN evaluation program.

b. With respect to the foregoing, the staff:

(1) Advises and assists the director and other principal officials, managers, and supervisors, on matters of human resource management and administration regarding AVN activities.

(2) Administers AVN's responsibilities under agency personnel and training policies and provides leadership in the development of supplementary AVN programs within the framework of national and local human resource management requirements and priorities.

(3) Provides leadership, direction, guidance, and assistance on administrative management programs to the divisions within the AVN complex.

(4) Conducts studies, coordinates the development of, and assists in the conduct of, management programs for organizational effectiveness, position management, personnel management, personnel development, employee relations, Office of Workers' Compensation Program, and incentive awards.

(5) Develops the AVN Human Relations Program Plan and provides the mechanism to ensure timely implementation, including coordination with national and local human relations program committees and associated personnel.

(6) Develops and coordinates the implementation of the AVN Equal Employment Opportunity/Affirmative Action Program and other special emphasis programs and provides progress reports and feedback to the director and other personnel responsible for the conduct of these programs.

(7) Provides the focus for consultation and coordination between AVN, other Washington headquarters elements, regions, and centers on human resource management matters and initiates special projects to identify and resolve organizational, functional, or human relations problems.

(8) Develops AVN/AAC interfunctional budget requirements and coordinates facility services, communications, space, and property management for AVN organizational elements at the Mike Monroney Aeronautical Center. Is responsible for AVN policy, practices, and actions in the areas of civil rights, human relations, legal, public affairs, logistics, and security and provides the focus for coordination, interpretation, and implementation of agency policy associated with these responsibilities.

(9) Integrates human resource development requirements to complement the long-range NAS program objectives by developing and consolidating the AVN training call for estimates and providing the focal point for technical and management training.

(10) Provides administrative support and tracking of all AVN projects which are assigned to the AVS/AVN resume system.

(11) Provides administrative assistance to the office of the director and editorial assistance to the divisions regarding internal and national directives and other publications.

(12) Provides the central services and focus necessary for coordination and control of AVN paperwork and administrative management activities including forms, records, reports, directives, and other publications.

(13) Manages the AVN internal program evaluation system, plans and directs onsite evaluations, and administers a feedback and followup system to facilitate timely and responsive action on evaluation results.

(14) Coordinates requirements and consolidates, develops, maintains, and supports the implementation of the AVN responsibilities to the Information Resource Management Plan in support of national objectives.

(15) Serves as the AVN focal point for all activities associated with OMB Circular A-123 and with OIG, GAO, etc., audits.

(16) Directs all other administrative management activities.

1816.-1819. RESERVED.

1820. REGULATORY SUPPORT DIVISION.

a. The division is responsible for the:

- (1) Development of regulatory proposals, technical standards orders, and technical publications.
- (2) Operation and management of national aviation safety data systems.
- (3) Development of airmen examination and examining standards.
- (4) Development of airworthiness standards and recommendation of related policy and/or development of advisory material.

b. With respect to the foregoing, the division:

- (1) Provides regulatory and standards development support to other offices under the direction of the Executive Director for Regulatory Standards and Compliance.
- (2) Conducts assigned projects and studies relating to the development of standards, regulatory proposals, technical standard orders, and technical publications.
- (3) Conducts preliminary technical analyses, processes violation and accident/incident reports, and prepares final studies and reports.
- (4) Conducts preliminary analyses, processes data, and conducts and issues studies on mechanical discrepancies reported on civil aviation products.
- (5) Develops and maintains airmen examinations and examining standards and prepares associated study guides, manuals, and internal directives.
- (6) Reviews regional input for engineering and manufacturing publications, including Type Certificate Data Sheets, Supplemental Type Certificate Summaries, Parts Manufacturer Approval Listings, Technical Standard Order Indexes, Designated Engineering Representatives Listings, Airworthiness Directives, Airworthiness Directives Summaries, and Airworthiness Directives biweekly lists and prepares and maintains the publications in accordance with established schedules.

1821. FLIGHT PROCEDURES AND INSPECTION DIVISION.

a. The division is responsible for:

(1) Development and standardization of terminal and en route procedures (except air traffic procedures) and related standards.

(2) Certification and quality assurance of performance of air navigation facilities.

(3) Operation and utilization of AVN-assigned aircraft.

b. With respect to the foregoing, the division:

(1) Advises the director, the Associate Administrator for Aviation Standards, and other principal officials and serves as a central point of contact on matters appropriate to the national level.

(2) Maintains liaison with national defense organizations to assure fulfillment of FAA responsibilities for providing flight inspection and procedures service to such organizations.

(3) Exercises line authority over all Flight Inspection Field Offices (FIFO).

(4) Directs the overall operation of the domestic and international flight inspection and procedures program.

(5) Provides the central point of coordination for execution of flight inspection, logistics, flight procedures, and FIFO line maintenance except at Oklahoma City and Atlantic City.

(6) Directs the development and standardization of all FAA-originated instrument flight procedures, including standard and criteria (except air traffic procedures).

(7) Conducts operational liaison with appropriate regional Airway Facilities and Air Traffic organizations and with military organizations.

(8) Develops, implements, operates, and maintains the Instrument Approach Procedures Automation (IAPA) System.

(9) Develops, maintains, and controls an international comprehensive navaid facility/airports data and instrument procedures data base which supports all flight inspection and instrument procedures programs.

(10) Provides international guidance and control of all magnetic radial alignment within the National Airspace System.

c. Special Relations.

(1) Each FIFO Line Maintenance Section Supervisor reports administratively to the FIFO manager who exercises administrative authority on personnel management matters.

(2) The Aircraft Maintenance and Engineering Division exercises technical authority over the FIFO line maintenance functions and is authorized to deal directly with the Line Maintenance Section on all technical matters relating to aircraft and avionics equipment.

1822. AIRCRAFT MAINTENANCE AND ENGINEERING DIVISION.

a. The division is responsible for the:

(1) Maintenance, modification, and associated engineering (except engineering and modifications associated with the FAA Technical Center R&D requirements; however, final airworthiness release of the aircraft will remain with AVN) of FAA aircraft, avionics, and related equipment.

(2) Issuance of FAA aircraft maintenance and related flight operations publications.

b. With respect to the foregoing, the division:

(1) Advises the director, the Associate Administrator for Aviation Standards, and other principal officials and serves as a central point of contact on matters appropriate to the national level.

(2) Performs or arranges for the performance of maintenance, modification, overhaul, and associated engineering of FAA aircraft, avionics, and related equipment at all AVN locations.

(3) Monitors and evaluates fleet maintenance systems and makes adjustments, as needed.

(4) Develops and implements technical standards and procedures pertaining to maintenance, modification, and engineering of FAA aircraft.

(5) Provides engineering and technical maintenance direction for all FAA aircraft.

(6) Prepares, maintains, and issues maintenance and related flight operations publications.

(7) Executes projects to develop and evaluate aircraft systems used in the evaluation, measurement, and quality assurance of navigational aid performance.

(8) Provides transportation of aircraft parts and supplies required to maintain agency aircraft.

(9) Exercises line authority over the Atlantic City Aircraft Services Branch located at the FAA Technical Center.

(10) Exercises technical authority over the AVN field line maintenance functions.

(11) Provides national on-call technical assistance to regions, centers, Hangar 6, and worldwide for AVN aircraft.

(12) Provides the focal point for AVN aircraft location information.

c. Special Relations. The division deals directly with the FIFO Line Maintenance Sections on all technical matters relating to aircraft and avionics equipment. Makes final determination on airworthiness decisions not specifically covered by the standards for the FAA fleet.

(1) Each FIFO Line Maintenance Section Supervisor reports administratively to the FIFO manager who exercises administrative authority on personnel management matters.

(2) The Aircraft and Avionics Maintenance Branch Supervisor reports administratively to the Manager, Headquarters Aircraft Management Staff, who exercises administrative authority on personnel management matters.

(3) The Aircraft Maintenance and Engineering Division exercises technical authority over all line maintenance functions and is authorized to deal directly with the FIFO Line Maintenance Sections and the Hangar 6 Aircraft and Avionics Maintenance Branch on all technical matters relating to aircraft and avionics equipment.

1823. AIRMEN AND AIRCRAFT REGISTRY DIVISION.

a. The division is responsible for the:

(1) Management and operation of the national/agencywide system for registration of U.S. civil aircraft.

(2) Development of national regulatory standards and procedures relating to civil aircraft registration and recordation.

(3) Development, operation, and management of the agencywide system for review and issuance of airmen certificates and ratings and the maintenance of all related official airmen records for the agency.

b. With respect to the foregoing, the division:

(1) Establishes, maintains, and operates systems for the registration of civil aircraft and the recordation of conveyances and encumbrances thereon.

(2) Determines the need for, develops the justification for, and formulates the substance of new amended Federal Aviation Regulations and supplementary regulatory material pertaining to aircraft registration and recording of aircraft titles and security documents covered in FAR Part 47 and FAR Part 49.

(3) Establishes, maintains, and operates a system for processing written test and airmen applications.

(4) Provides a comprehensive system for the final review and issuance of certificates and ratings of airmen and establishes, maintains, and operates the airmen records system.

(5) Provides technical advice and assistance to the regions, other Government offices, and the public.

(6) Provides liaison activities with counterparts in foreign governments to ensure conformance with treaty obligations.

(7) Provides staff assistance to the director on all matters pertaining to the administration and operation of the program of the registry.

(8) Provides a system for review, approval, and issuance of certificates used by air carrier flight crewmembers as passports in accordance with the ICAO treaty.

c. Special Relations.

(1) Maintains close working relations with the Flight Standards Service on matters pertaining to the airmen written test program and the airmen certification program.

(2) Maintains close working relations with the Flight Standards field offices on matters pertaining to airmen written test, airmen certification, aircraft registration, and aircraft airworthiness information.

(3) Maintains close working relations with the Office of the Chief Counsel and the assistant chief counsels on matters pertaining to enforcement actions on airmen and aircraft.

(4) Maintains close working relations with the Office of International Aviation in connection with airmen and aircraft informational and advisory services provided to foreign governments and international aviation organizations.

(5) Maintains close working relations with the Office of Rulemaking in connection with the division's rulemaking responsibilities for FAR Parts 47 and 49.

(6) Maintains close working relations with the Office of Program and Resource Management on matters pertaining to automation in connection with the Aviation Safety Analysis System.

1824. AIRCRAFT AND FISCAL PROGRAMS DIVISION.

a. The division advises and assists the director in providing national program policy and management for all matters associated with planning and programming for, and appraisal of, the FAA aircraft program activities. This includes:

(1) Providing the focus for the agency's centralized oversight management and administration for the efficient use of agency aircraft program resources and developing, recommending, and maintaining the policy and management procedures for the operation of FAA aircraft.

(2) Coordinating, consolidating, developing, and assisting in the implementation of the AVN plans and programs supporting the short-and long-term strategic plans in accordance with agency goals and objectives.

(3) Collecting and consolidating the AVN and agency requirements and developing the annual budget submissions to support the total aircraft program regarding headquarters, regional, and center requirements.

(4) Conducting special projects for accomplishment of internal and external studies of aircraft program and major system acquisitions which may have agencywide impact.

(5) Developing and recommending national policy and standards for evaluation of navigational systems.

(6) Developing and recommending international standards and criteria for flight inspection and flight procedures.

(7) Developing and recommending national policy and standards for the maintenance of agency aircraft.

b. With respect to the foregoing, the division:

(1) Advises the director, the Associate Administrator for Aviation Standards, and other principal officials, on matters of the agency aircraft program appropriate to the national level and is the centralized focus for these activities within the Aviation Standards National Field Office.

(2) Coordinates the development of and recommends national policies, procedures, systems, and standards governing the operation of agency aircraft and the minimum qualifications of flight crewmembers.

(3) Coordinates operational requirements and determinations on types and numbers of aircraft and related equipment required to meet agency objectives in the various aircraft programs and evaluates user requests for allocation of aircraft resources.

(4) Develops plans and programs and provides for acquisition, assignment, and disposition of resources within the approved flight-hour program.

(5) Provides a comprehensive system to collect, evaluate, and analyze data on all aspects of fleet management to ensure that FAA aircraft program resources are planned, justified, programmed, assigned, and utilized in accordance with FAA policies and objectives.

(6) Coordinates requirements and consolidates, develops, maintains, and supports the implementation of the AVN responsibilities to the AVS long-term strategic plans including the NAS, R&D, DOD, etc., in support of national and international objectives. This includes the 3- and 5-year and longer-term plans.

(7) Develops and issues program guidelines and standards (staffing, flight-hours, etc.) for use by AVN, other Washington headquarters elements, regions, centers for planning, programming, and budgeting purposes associated with aircraft program activities and assists in the determination of flight program human resource requirements by use of planning guidelines.

(8) Consults with other organizational elements of AVN, other Washington headquarters components, regions, and centers in the determination of aircraft and related equipment requirements and assists in the planning and development of agency programs.

(9) Conducts continuous liaison with the aviation industry, aircraft related equipment manufacturers and DOD regarding availability and acquisition of aircraft program resources and provides recommendations as appropriate.

(10) Provides the agency focal point for the coordination, consolidation, development, submission, and execution of budget and fiscal requirements for the total AVN functional programs and the agency aircraft and related equipment program.

(11) Serves as the focal point for all activities associated with OMB Circulars A-76 and A-126 (special projects or special assistance).

(12) Accomplishes special project and major systems acquisitions associated with strategic plans that may have agencywide impact and/or are not assignable to another specific organizational element.

(13) Establishes and manages a comprehensive program for the evaluation of agency aircraft program activities.

(14) Conducts the AVN Flight Safety Program which provides for evaluation of FAA flight program performance and correction of deficiencies.

(15) Executes standards development projects involving criteria for the establishment and conduct of en route and terminal flight procedures and in-flight performance and use of air navigation facilities.

(16) Represents AVN in international meetings to further U.S. interests and to develop International Standards and Recommended Practices for the International Civil Aviation Organization (ICAO). This function is performed in coordination with the Office of International Aviation.

(17) Provides consultation and coordination between the Flight Procedures Inspection Division and other Washington headquarters elements on policy and international activities to resolve flight procedures and inspection problems.

(18) Directs and coordinates the development and standardization of technical training to support the national flight inspection/procedures mission.

(19) Develops and revises Part 1 of Order 4100.24, FAA General Maintenance Manual.

(20) Develops acceptance profiles for new aircraft being added to the FAA fleet.

(21) Prepares standards and procedures related to the operation and protection of agency aircraft.

(22) Develops policy for the procurement, development, revision, and distribution of agency aircraft operations manuals which include: Operation Alert Directives, Aircraft Checklists, Minimum Equipment List, and other supplemental instructions for each type of FAA aircraft.

c. Special Relations. The division maintains a special relation with all users of agency aircraft program resources, including the centers and regions, in addition to those special relations required with the Office of the Secretary of Transportation and other Federal agencies.

APPENDIX 1. SAMPLE FORMAT FOR REGIONAL ORGANIZATION

The examples in this appendix are illustrations only. The examples do not represent complete statements or functional responsibilities.

1. Each division level element of the regional office is assigned a separate paragraph in Chapter 2, Basic Regional Organization. The paragraph starts on a new page and is divided into subparagraphs as follows:

- a. Mission
- b. Structure
- c. Functions.
- d. Special Delegations. (Used only as necessary)
- e. Special Relations. (Used only as necessary)
- f. Subordinate Organization.

2. The paragraph contains mission and functions statements. Other subparagraphs are optional.

3. A separate chapter has been reserved for each region to show differences from the basic organizational structure. The chapter number and title are centered on the first, odd-numbered page; a chart down to the branch level is on the second page, on the back on the chapter title sheet.

4. The first paragraph (GENERAL) of the chapter summarizes the deviations from the basic organization as well as additional responsibilities.

5. Succeeding paragraphs are numbered so that the last two digits match the last two digits of the comparable paragraph in chapter 2. For example, paragraph 245 in the basic organization covers the Management Systems Division; as illustrated in the ABC Region, Chapter 88, the Management Systems Division is covered by paragraph 8845. When the deviation involves an element separate and distinct from the standard elements, an open unmatched paragraph number is used. For example, in chapter 88, paragraph 8837 would be used for the Evaluation Staff as the matching paragraph in chapter 2 (238) is open.

6. In those instances in which the functional statement for an element differs extensively from the basic functional statement, the entire statement is used. In other instances, the differences are identified by reference to specific paragraphs and subparagraphs.

SAMPLE FORMAT FOR DESCRIBING DEVIATIONS
FROM THE BASIC REGIONAL REORGANIZATION

CHAPTER 88. ABC REGION

8800. GENERAL. The ABC Region differs from the basic regional organization as described in this chapter.

a. The planning and appraisal functions are assigned to the Planning and Appraisal Staff.

b. The Management Systems Division (paragraph 245) performs the additional functions described in paragraph 8845.

c. The flight standards functions are assigned to two separate divisions. The Aircraft Engineering Division is responsible for the certification of type design, production, and original airworthiness of aircraft, engines, propellers, appliance, and replacement parts. The Flight Standards Division is responsible for the other functions assigned to the basic Flight Standards Division.

8801. STRUCTURE. The structure of the ABC Region is shown in figure 88-1.

SAMPLE FORMAT FOR LISTING EXTENSIVE DIVISIONAL FUNCTIONS

8845. MANAGEMENT SYSTEMS DIVISION.

a. Mission. The Management Systems Division reviews regional program performance and conducts indepth problem analysis and special purpose studies on behalf of the regional administrator.

b. Structure. The organizational structure of the Management Systems Division is shown in figure 88-1.

c. Functions. In addition to the functions prescribed in paragraph 245, the division:

(11) Manages the regional word processing program.

(12) Provides staff support to the director in managing the regional Area/Local Coordinator Program.

(13) Administers the regional programs in support of the Privacy Act and Freedom of Information Act.

(14) Administers the Regional Goals and Objectives Program.

(15) Evaluates the effectiveness of assigned programs and functions throughout the region.

(16) Acts as the lead organization for position management within the region.

(17) Administers the region's Conference Management Program.

APPENDIX 2. REGIONAL OFFICE LOCATIONS AND
GEOGRAPHICAL AREAS OF RESPONSIBILITY

This appendix contains the locations of the regional headquarters and the geographical areas of responsibility. The SPECIAL RELATIONS paragraphs in Chapter 2, Basic Regional Organization, contains those functions performed by one organizational element for another organizational element.

1. NEW ENGLAND REGION.

a. Regional Office. Burlington, Massachusetts.

b. Geographical Areas of Responsibility. States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont and that portion of the Atlantic Ocean in which domestic offshore control is exercised by air traffic control facilities of the New England Region.

2. EASTERN REGION.

a. Regional Office. Jamaica, New York.

b. Geographical Areas of Responsibility. States of Delaware, New York, New Jersey, Pennsylvania, Maryland, Virginia, and West Virginia; the District of Columbia; Canada, east of 100 west longitude; all of Canada for purpose of certification of foreign-made aircraft and components; and Greenland and Bermuda, excluding flight inspection; and that portion of the Atlantic Ocean in which domestic offshore control is exercised by air traffic control facilities of the Eastern Region.

3. GREAT LAKES REGION.

a. Regional Office. Des Plaines, Illinois.

b. Geographical Areas of Responsibility. States of Illinois, Indiana, Michigan, Minnesota, North Dakota, South Dakota, Ohio, and Wisconsin.

4. SOUTHERN REGION.

a. Regional Office. Atlanta, Georgia.

b. Geographical Areas of Responsibility. States of Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Florida, Alabama, and Mississippi, the Caribbean area, South America, Central America (excluding Mexico), Panama, and that portion of the Gulf of Mexico and Atlantic Ocean in which domestic offshore control is exercised by air traffic control facilities of the Southern Region.

c. FAA International Offices. Miami, Florida, and Rio de Janeiro, Brazil.

2/6/89

5. SOUTHWEST REGION.

a. Regional Office. Fort Worth, Texas.

b. Geographical Areas of Responsibility. States of Arkansas, Louisiana, Texas, Oklahoma, and New Mexico; Mexico and that portion of the Gulf of Mexico covering the Oceanic Control Area and the domestic offshore control area under control of air traffic facilities located in the Southwest Region.

6. CENTRAL REGION.

a. Regional Office. Kansas City, Missouri.

b. Geographical Area of Responsibility. States of Iowa, Kansas, Missouri, and Nebraska.

7. NORTHWEST MOUNTAIN REGION.

a. Regional Office. Seattle, Washington.

b. Geographical Areas of Responsibility. States of Colorado, Idaho, Montana, Oregon, Utah, Washington, and Wyoming; the designated oceanic area within the Oakland Flight Information Region that is north of a line drawn from the intersection of the southern boundary of Oregon and the coastline to the northeast corner of the Honolulu Flight Information Region; Canada west of 100 west longitude, excluding certification of foreign-made aircraft and components within this geographic area.

8. WESTERN-PACIFIC REGION.

a. Regional Office. Los Angeles, California.

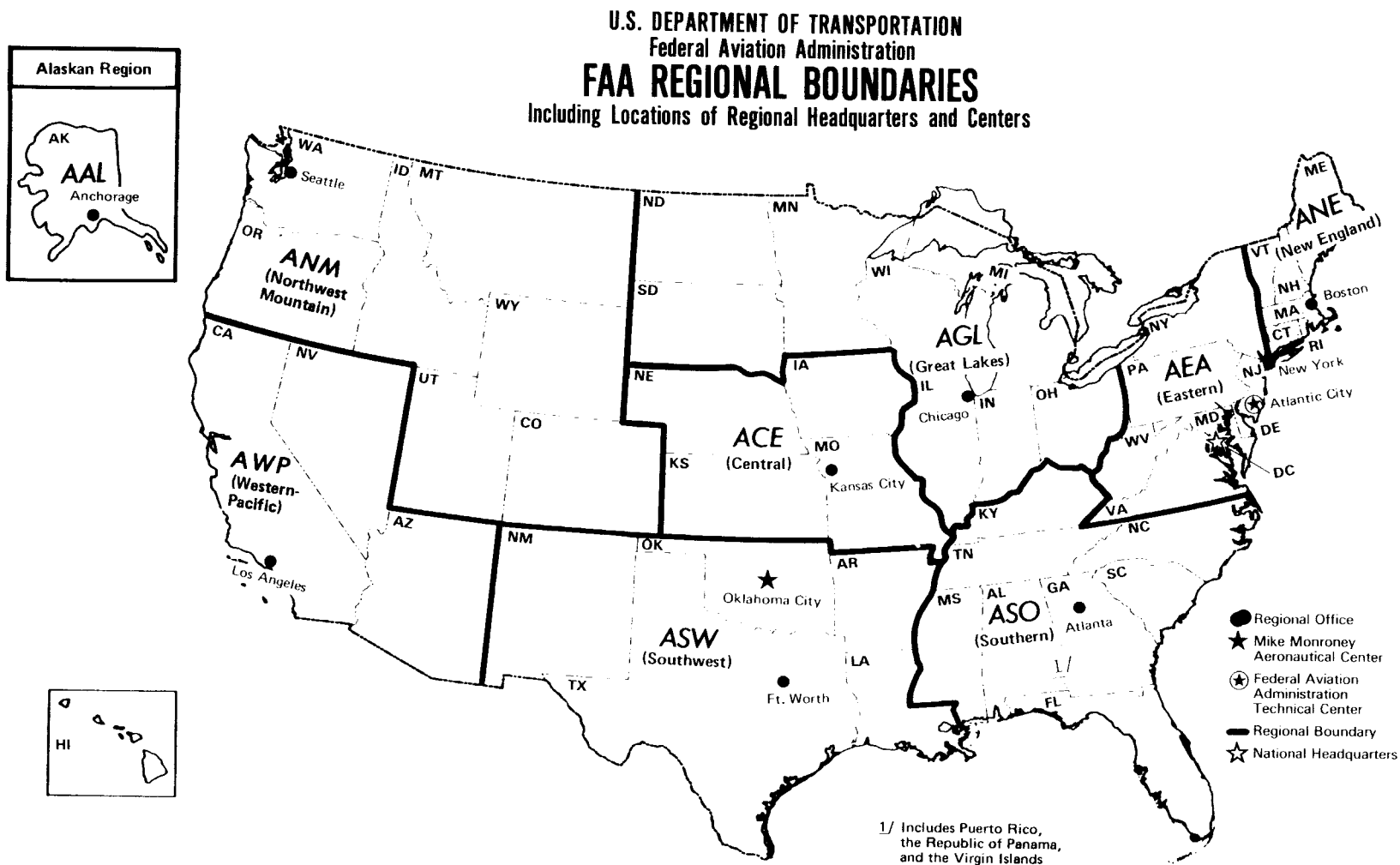
b. Geographical Areas of Responsibility. States of Arizona, California, Hawaii, and Nevada; the Pacific and Asian countries east of the 90 degree east longitude, including the People's Republic of China and excluding the Union of Soviet Socialist Republics.

9. ALASKAN REGION.

a. Regional Office. Anchorage, Alaska.

b. Geographical Areas of Responsibility. State of Alaska and the oceanic area within the Anchorage Flight Information Region, including the Arctic offshore area (control 1485) and the Arctic Control Area/Flight Information Region.

FIGURE 1. FAA REGIONAL BOUNDARIES



CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 11

1/29/91

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 16, FAA Technical Center.
2. EXPLANATION OF CHANGES. This change revises the functional statement for the Aviation Security Research and Development Service. This change:
 - a. Realigns and expands the functions of the service to include: identifying and responding to agency and external requirements; capability for a total integrated security system; a focus on new and emerging technologies, and the development, test, and evaluation of security systems.
 - b. Denotes special relations with the Assistant Administrator for Civil Aviation Security in carrying out the aviation security mission.
 - c. Abolishes the Explosive Detection Research and Development Division, Concourse Security Research and Development Division, and Security Systems Analysis Division.
 - d. Establishes three new divisions to carry out the mission of the service. The new divisions are the Requirements Analysis and Integration Division, Security Technology Division, and the Systems Development Division.
 - e. Renames the Aviation Security Research Service to the Aviation Security Research and Development Service. The new title better reflects the functions of the organization.
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

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Remove Pages	Dated	Insert Pages	Dated
xv (thru xviii)	7/16/90	xv (thru xviii)	1/29/91
1701 and 1702	7/16/90	1701 and 1702	1/29/91
1787 (and 1788)	7/16/90	1787 and 1788	1/29/91
1789 (and 1790)	7/16/90	1789 and 1790	1/29/91
1791 (and 1792)	7/16/90	1791 and 1792	1/29/91
1793 (and 1794)	7/16/90	1793 (and 1794)	1/29/91



Brooks C. Goldman
Associate Administrator
for Administration

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 12

1/25/91

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 18, Aviation Standards National Field Office.

2. EXPLANATION OF CHANGES. This change contains a realignment of functions within the Aviation Standards National Field Office. This change:

a. Transfers the Flight Safety Program to the Office of the Director from the Aircraft and Fiscal Programs Division.

b. Establishes a Standardization and Evaluation Staff to facilitate the development of national standards for flight operation and aircraft maintenance for FAA owned or leased aircraft; and evaluate flight program operational elements for standard compliance.

c. Establishes a Financial Management Staff and consolidates all financial activities.

d. Establishes a Registry Modernization Staff for the accomplishment of the FAA Plan for the Modernization of the Airmen and Aircraft Registry.

e. Retitles the Aircraft and Fiscal Programs Division as the Aircraft Program Division.

f. Retitles the Headquarters Aircraft Management Staff as the Washington Flight Program Division.

g. Contains format improvements and includes additional information to clarify functions or services provided.

3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
xix (and xx)	2/6/89	xix and (xx)	1/25/91
1901 thru 1937 (thru 1950)	2/6/89	1901 thru 1948 (thru 1950)	1/25/91

E. M. Keeling,
for Brooks C. Goldman

Associate Administrator for Administration

Distribution: A-WXYZ-2; A-FOF-0 (LTD)

Initiated By: AMS-530

2/20/91

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 2, Basic Regional Organization.
2. EXPLANATION OF CHANGES. Standardization of the regional Air Traffic Division organization throughout the National Airspace System is designed to increase operational efficiency and productivity. Standardization of functional tasks will assist us in this effort and will eliminate overlapping of duties and assignment of major functional responsibilities between regions. The standardized structure will establish specific accountability for each air traffic organizational function so as to provide consistent agencywide program supervision and direction. This will create more effective channels of communications and provide a more effective means of evaluating the performance of each regional Air Traffic Division.
 - a. The evaluation functions of the regional Air Traffic Division are transferred to the Office of Air Traffic System Effectiveness (ATH). The Alaskan Air Traffic Division shall remain responsible for their facilities evaluations.
 - b. The System Requirements Branch is established with responsibility for providing support relating to air traffic automation, NAS Plan implementation, telecommunications service, and the development of plans to establish, improve, relocate, and discontinue air traffic facilities.
 - c. The Resource Management Branch is established with responsibility for reviewing, analyzing, and developing the regional training plan, serving as the division contact for contracts, tracking division resources and managing division acquisition programs.
 - d. The System Management Branch is established with responsibility for monitoring, coordinating and providing management guidance to traffic management units and field facilities. Provides technical and procedural assistance to regional field facilities governing allocation and use of the navigable airspace, determining the effect on airspace of proposed/existing structures, and for evaluating airport placement/configuration.
 - e. The Facility Operations Branch is established with responsibility for ensuring standardization and continuity in recruitment, career development and assessment programs. The branch is the regional air traffic focal point for all special programs, e.g., employee participation groups, employee surveys, random drug testing.

f. Any deviations to these prescribed branches within the Air Traffic Division shall be submitted to the Associate Administrator for Air Traffic for review and approval.

3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
v (and vi)	6/25/90	v (and vi)	2/20/91
5 (and 6)	2/6/89	5 (and 6)	2/20/91
7	6/25/90	7	2/20/91
8		8 (thru 10)	2/6/89
401 and 402 (thru 450)		401 thru 410 (thru 450)	2/20/91



Brooks C. Goldman
Associate Administrator for Administration

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 14

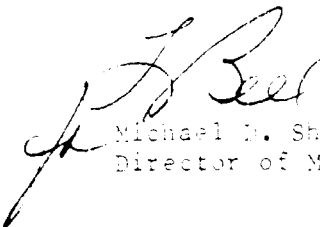
5/3/91

SUBJ: FAA ORGANIZATION-FIELD

1. PURPOSE. This change transmits revised pages to Chapter 11, Northwest Mountain Region.
2. EXPLANATION OF CHANGES. The name of the Policy and Planning Staff ANM-4, is changed to the Executive Staff, ANM-4. Congressional, aviation industry, inter-governmental and service appraisal activities are added to the existing functional responsibilities. This change contains an updated regional organization chart.
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

Revised Pages	Dated	Insert Pages	Dated
1401 and 1402	2/6/89	1401 and 1402	5/3/91
1403 and 1404 (thru 1410)	2/6/89	1403	5/3/91
		1404 (thru 1410)	2/6/89


Michael D. Sherwin
Director of Management Systems

Distribution: A-WXYZ-2; A-FOF-0 (LTD)

Initiated By: AMS-530

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 15

5/9/91

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 16, FAA Technical Center.

2. EXPLANATION OF CHANGES. This change revises the functional statements for the Plant Engineering and Services Division, ACM-400, and the Management Systems Division, ACM-600, and reassigns the special projects and airport operations functions from the Office of the Director. Specifically, this change:

a. Establishes the Airport Management and Emergency Operations Staff, ACT-6. This staff is responsible for special projects, airport operations, emergency preparedness, and facilities protection functions transferred from the Office of the Director. The staff is also responsible for the FAA Technical Center automated security system functions transferred from the Plant Engineering and Services Division, ACM-400.

b. Separates the functions of the Management Systems Division, ACM-600, into 2 separate divisions.

(1) The Information Resource Management Division, ACM-200, is established to perform the highly technical automated information development, access, and maintenance functions, including the position of FAA Technical Center information resource management (IRM). The division is responsible for the coordination and implementation of local area networks (LAN) and OATS, including repair and maintenance and data and voice communications functions which are transferred from the Plant Engineering and Services Division, ACM-400.

(2) The Management Systems Division, ACM-600, continues to perform the traditional management systems functions - organizational management, studies, OMB programs, and staffing standards. The division manages the FAA Technical Center Technical Library and the FOIA and Privacy Act programs. The division is also responsible for NAS Documentation Facility, printing, distribution, and mail functions transferred from the Plant Engineering and Services Division, ACM-400.

c. Retitles the Plant Engineering and Services Division, ACM-400, as the Facility Engineering and Operations Division.

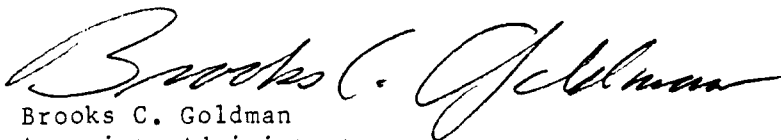
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3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
xv (thru xviii)	1/29/91	xv (thru xviii)	5/9/91
1701 and 1702	1/29/91	1701 and 1702	5/9/91
1709 (thru 1718)	2/6/89	1709 (thru 1718)	5/9/91
1721 (thru 1726)	2/6/89	1721 (and 1722)	2/6/89
		1723 and 1724	5/9/91
		1725 (and 1726)	5/9/91
1743 (thru 1748)	2/6/89	1743 (and 1744)	2/6/89
		1745 (thru 1748)	5/9/91
1751 and 1752	2/6/89	1751 and 1752	5/9/91
1753 (and 1754)	9/8/89	1753 (and 1754)	5/9/91
1755 and 1756 (thru 1760)	2/6/89	1755 (thru 1760)	5/9/91


Brooks C. Goldman
Associate Administrator
for Administration

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG16

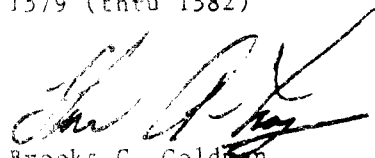
5/20/91

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 14, Europe, Africa, and Middle East Office.
2. EXPLANATION OF CHANGES. This change:
 - a. Deletes the U.S. Administrator for Aeronautics, Berlin. This position was abolished on January 1, 1991.
 - b. Adds the Aircraft Certification Division to this chapter.
 - c. Retitles the Flight Standards Staff as the Flight Standards Division. The change in title emphasizes the operational role of the division.
 - d. Retitles the Civil Aviation Security Staff title as the Civil Aviation Security Division. This change results from increased staffing and the establishment of several new Civil Aviation Security International Field Offices. The functions of the division are expanded to include the responsibility for conducting security assessments of certain foreign airports as required by the International Security and Development Cooperation Act of 1985 (Public Law 99-83).
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
xi (and xii)	9/26/89	xi (and xii)	5/20/91
1551 and 1552	2/6/89	1551 and 1552	5/20/91
1563 thru 1567 (thru 1572)	2/6/89	1563 thru 1567 (thru 1572)	5/20/91
1573 and 1574 (thru 1576)	2/6/89	1573 and 1574 (thru 1576)	5/21/91
1579 (thru 1582)	2/6/89	1579 (thru 1582)	5/21/91


Brooks C. Goldman
Associate Administrator
for Administration

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Initiated By: AMS-530

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 17

6/3/91

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 6, Great Lakes Region.

2. EXPLANATION OF CHANGES.

a. The Aviation Information Division is established by combining the Planning Staff and the Public Affairs Staff. The planning and public affairs functions, as well as the aviation education function, are performed by the division.

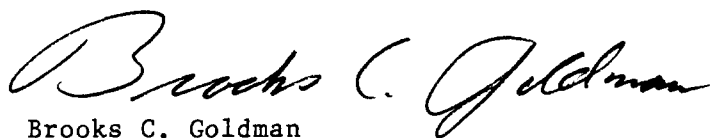
b. The Manager of Administrative Systems position is abolished and the administrative divisions report directly to the regional administrator.

c. The change contains an updated organizational chart.

3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
1151 and 1152	2/6/89	1151 and 1152	6/3/91
1153 (thru 1158)	2/6/89	1153 (thru 1200)	6/3/91
1159 (thru 1200)	2/6/89		



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CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 18

8/23/91

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 10, Western-Pacific Region.
2. EXPLANATION OF CHANGES. The change updates the Western-Pacific Region's organization by adding the Quality and Environmental Staff, AWP-8. The staff supports the region's environmental quality program and serves as the focal point for total quality management activities.
3. DISPOSITION OF TRANSMITTAL. After filling the revised pages, the change transmittal should be retained.

Page Control Chart

Revised Pages	Dated	Insert Pages	Dated
1351 thru 1353 (thru 1400)	5/25/90	1351 thru 1353 (thru 1400)	8/23/91



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Director of Management Systems

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CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 19

12/31/91

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 6, Great Lakes Region.

2. EXPLANATION OF CHANGES. This change:

a. Establishes the East and West Branch in the Office of the Assistant Chief Counsel.

b. Establishes the Chicago Supplemental Airport Program Office and expands the region's functional statement to include additional functions.

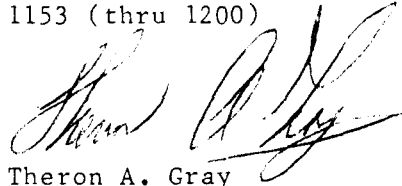
c. Updates the function of Human Resources Management Division to include additional functions.

d. Contains an updated organizational chart.

3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

Page Control Chart

Remove Pages	Dated	Insert Pages	Dated
1151 and 1152	6/3/91	1151 and 1152	12/31/91
1153 (thru 1200)	6/3/91	1153 (thru 1200)	12/31/91



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Assistant Administrator
for Information Technology

Distribution: A-WXYZ-2; A-FOF-0 (Ltd)

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CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 20

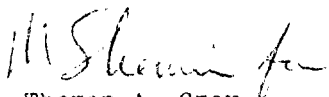
2/20/92

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits a revised page to Chapter 15, Aeronautical Center.
2. EXPLANATION OF CHANGES. This change updates the mission statement and the functional responsibilities of the Data Services Division and documents the information resource management function.
3. DISPOSITION OF TRANSMITTAL. After filing the revised page, the change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
1665 (and 1666)	2/6/89	1665 (and 1666)	2/20/92


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Distribution: A-WXYZ-2; A-FOF-O (LLO)

Initiated By: AIT-530

1532. DATA SERVICES DIVISION.

* a. Mission. The Data Services Division provides for the design and development of national and local information requirements; manages and directs the Aeronautical Center office automation, information requirements, voice and data telecommunication services; provides life cycle and systems integration support for Aeronautical Center, Federal Aviation Administration, and Department of Transportation information systems; and provides management and oversight of the Aeronautical Center Information Resource Management (IRM) program.

b. Functions. The Data Services Division:

(1) Provides central support for Aeronautical Center, agency and Departmental offices for design, development, and implementation of local and national information systems on various platforms.

(2) Provides information system life cycle support including system integration, central design and development, configuration management, and extensive user support for local, agency, and Departmental information systems.

(3) Plans and develops office automation systems, procedures, and processes.

(4) Manages and operates the Aeronautical Center voice and data telecommunications network.

(5) Reviews needs and requirements to accomplish Aeronautical Center goals through the application of information and systems technology.

(6) Reviews and approves ADP acquisitions as the Aeronautical Center Information Resource Manager.

(7) Provides staff assistance to the Director, Aeronautical Center, and on matters related to office automation, systems, and information technology. *

4/1/92

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 16, FAA Technical Center.

2. EXPLANATION OF CHANGES. This change separates the Engineering, Test, and Evaluation Service (ACN-1) into two services. The National Airspace System (NAS) automation and technical facilities functions continue to reside in ACN. The communications, navigation, surveillance, and weather functions are transferred to a newly established Engineering, Integration, and Operational Evaluation Service (ACW-1). The realignment of ACN functions takes into account projected in-house and contractor growth and enables the FAA Technical Center to use a matrix and quality management approach in executing its mission. This change:

a. Abolishes the current ACN structure and establishes the divisions to carry out its NAS automation and technical facilities management responsibilities. The new divisions are:

(1) ATC Sustaining Engineering Division, ACN-100, conducts detailed hardware and software engineering, test, and evaluation services for new, as well as enhancements to or replacements of current, automation systems.

(2) Voice Switching Automation Division, ACN-200, conducts detailed hardware and software engineering, test, and evaluation concerning the FAA Capital Investment Plan's Voice Switching Automation Systems.

(3) Advanced Automation Systems Division, ACN-300, conducts detailed hardware and software engineering, test, and evaluation concerning the FAA Capital Investment Plan's Advanced Automation projects.

(4) NAS Facilities Software Engineering Division, ACN-400, performs software development, systems maintenance, and enhancement for aircraft target simulation systems, NAS operational support systems, and engineering computer systems.

(5) NAS Facilities Hardware Engineering Division, ACN-500, plans, manages, directs, and coordinates the technical, electronic, electrical, and digital engineering for the service's laboratories and facilities. The division performs or provides for the technical utilization, maintenance, modifications, and installation of diversified electronic systems and facilities within the service.

(6) NAS Facilities Operations Division, ACN-600, provides for operation of the service's ADP laboratories, supporting facilities, and services required by the FAA Technical Center organizations, AXD, contractors, and field support elements. The division performs system management ensuring efficient use of equipments to meet the user community requirements.

(7) R&D Aircraft and Range Facilities Division, ACN-700, which manages, modifies, and operates the research and development aircraft laboratories, range, and VOR technical facilities at the FAA Technical Center.

b. Creates the Engineering, Integration, and Operational Evaluation Service to perform the communications, navigation, surveillance, and weather functions. The new divisions are:

(1) Secondary Surveillance Division, ACW-100, conducts detailed hardware and software engineering and operational tests and evaluation in support of specified technical programs. To that end, the division designs, develops, investigates, tests, and evaluates program techniques for surveillance systems.

(2) Weather and Primary Radar Division, ACW-200, conducts detailed hardware and software engineering and operational tests and evaluation in support of specified technical programs. To that end, the division designs, develops, investigates, tests, and evaluates program techniques for weather systems, radar systems, and system components.

(3) Navigation, Spectrum, and Power Systems Division, ACW-300, conducts detailed hardware and software engineering and operational tests and evaluation in support of specified technical programs. To that end, the division designs, develops, investigates, tests, and evaluates program techniques for aircraft navigation and guidance systems, aircraft approach and landing systems, and power systems and performs spectrum engineering analysis and testing to promote improved electromagnetic system capability.

(4) System Design, Transition and Communication Division, ACW-400, conducts detailed hardware and software engineering and operational tests and evaluation in support of specified technical programs. To that end, the division designs, develops, investigates, tests, and evaluates program techniques for various communication systems, and NAS system and transition design.

c. Updates the functions of the Office of Research and Technology Applications, ACL-1, in Figure 16-1, Functional Organization Chart.

3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
xv (thru xviii)	5/9/91	xv	4/1/92
1701 (and 1702)	5/9/91	xvi (thru xviii)	4/1/92
1755 (thru 1760)	2/6/89	1701 and 1702	4/1/92
1761 (and 1762)	2/6/89	1755 (thru 1758)	2/6/89
1763	2/6/89	1759 (and 1760)	4/1/92
1764 (thru 1770)	2/6/89	1761 thru 1773	4/1/92
1771	2/6/89		
1772	2/6/89		
1773 (and 1774)	2/6/89		
1793 (and 1794)	1/29/91	1793 (and 1794)	1/29/91
1795 (thru 1800)	7/16/90	1795 thru 1804	
		(thru 1810)	4/1/92
		1811 (thru 1820)	7/16/90



Barry Lambert Harris
Acting Administrator

CHANGEU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 22

6/1/92


FAA ORGANIZATION - FIELD

SUBJ:

1. PURPOSE. This change transmits revised pages to Chapter 16, FAA Technical Center.
2. EXPLANATION OF CHANGES. This change:
 - a. Establishes a Chief of Staff, ACT-3, at the FAA Technical Center. The Chief of Staff will report directly to the Director, FAA Technical Center, and serve as special adjutant to provide continuity for center organizations in the absence of both the director and the deputy director. The Chief of Staff will assist the director in the day-to-day supervision and direction of the Appraisal and Planning, Public Affairs, and Civil Rights Staffs.
 - b. Establishes the Medical Field Staff, ACT-10, at the FAA Technical Center. The staff reports directly to the Deputy Federal Air Surgeon. The functions include Federal airman medical certification, occupational health, Aviation Medical Examiner programs, health awareness programs, human factors aspects of civil aviation accidents, and airmen and agency employees educational programs.
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
xv and xvi (thru xviii)	4/1/92	xv	6/1/92
1701 and 1702	4/1/92	xv and xvi (thru xviii)	4/1/92
1709 (thru 1718)	5/9/91	1701 and 1702	4/1/92
1735 and 1736 (thru 1738)	2/6/89	1709 (thru 1718)	6/1/92
		1735	2/6/89
		1736	2/6/89
		1737	6/1/92
		1738	6/1/92
		1743 (thru 1744)	6/1/92



Michael C. Morfett
Assistant Administrator for Policy,
Planning, and International Aviation

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CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 23

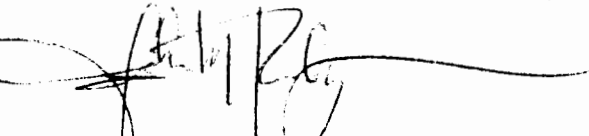
6/1/92

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 6, Great Lakes Region.
2. EXPLANATION OF CHANGES. This change:
 - a. Updates the region's organizational chart to reflect the new titles and routing symbols of three branches under the Flight Standard Division. There are functional changes.
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
1151	12/31/91	1151	6/1/92
1152	12/31/91	1152	6/1/92


John M. Rodgers
Director of Aviation Policy,
Plans, and Management Analysis

Distribution: A-WXYZ-2; A-FOF-O(LTD)

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CHANGEU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 24

7/2/92

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 16, FAA Technical Center.
2. EXPLANATION OF CHANGES. This change restructures the configuration within the Engineering, Research, and Development Service, ACD-1, and transfers airport technology program management responsibility from the Associate Administrator for System Engineering and Development, ASD-1, to the FAA Technical Center. This realignment provides the proper focus on research areas and highlights the magnitude of the research and development responsibilities of the FAA Technical Center. This change:
 - a. Abolishes the ACD division organizational structure and establishes research directorates to carry out the mission of the service. The newly established directorates include the Research Director for Airport Technology, ACD-100; Research Director for Aircraft Safety, ACD-200; and the Research Director for Aviation Technology, ACD-300.
 - b. Documents the transfer of program management for airport design and configuration and airport lighting and pavement from the Research and Development Service, ARD-1, under the Associate Administrator for System Engineering and Development, ASD-1, to the new Research Director for Airport Technology, ACD-100, in the Engineering, Research, and Development Service, ACD-1.
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

Remove Page	Dated	Insert Pages	Dated
xv	6/1/92	xv	7/2/92
xvi (thru xviii)	4/1/92	xvi (thru xviii)	4/1/92
1701 and 1702	4/1/92	1701 and 1702	7/2/92
1703 and 1704	2/6/89	1703	2/6/89
		1704	7/2/92
1775 (and 1776)	7/16/90	1775 (and 1776)	7/2/92
1777 (and 1778)	7/16/90	1777 (and 1778)	7/2/92
1779 (and 1780)	2/6/89	1779 (and 1780)	7/2/92
1781 (thru 1786)	2/6/89	1781 and 1782 (thru 1786)	7/2/92

Barry Lambert Harris
Acting Administrator

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CHANGEU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 25

8/21/92

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 2, Basic Regional Organization.

2. EXPLANATION OF CHANGES. This change:

a. Updates the functional statement for the regional Airway Facilities Division. The revised statement includes the responsibility for the operational and administrative telecommunications program and the spectrum engineering program.

b. Documents the organizational structure for the standard regional Airway Facilities Division to the branch level. Figure 2-14, Standard Airway Facilities Division Organization, contains the prescribed organizational structure for the Airway Facilities Division. The Systems Maintenance Service will prepare and issue regional mission and functional statements for the Airway Facilities organizational complex.

3. DISPOSITION OF TRANSMITTALS. After filing the attached paper, this transmittal should be retained.

Insert Pages	Dated	Remove Pages	Dated
v (and vi)	2/20/91	v (and vi)	8/21/92
351 (thru 400)	2/06/89	351 thru 353 (thru 400)	8/21/92


Thomas C. Richards
Administrator

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 26

1/11/93

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 5, Southern Region.
2. EXPLANATION OF CHANGES. This change retitles the Public Affairs Staff as the Public and Government Affairs Staff.
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

Page Control Chart

Remove Pages	Dated	Insert Pages	Dated
1101 and 1102	2/6/89	1101 and 1102	1/11/93
1103 and (thru 1150)	2/6/89	1103 and 1104 (thru 150)	1/11/93



Dale E. McDaniel
Acting Assistant Administrator
for Policy, Planning and
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Distribution: A-WXYZ-2; A-FOF-O(Ltd)

Initiated By: APO-330

CHANGEU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 27

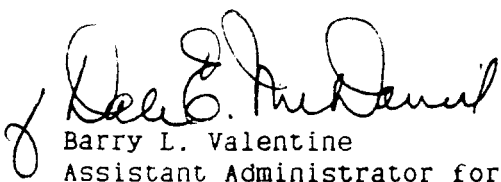
6/21/94

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 16, FAA Technical Center.
2. EXPLANATION OF CHANGES. This change restructures the configuration of the Resource Management Service and transfers a function from the Engineering, Test, and Evaluation Service. This change:
 - a. Abolishes the Information Resource Management Division and the Management Systems Division.
 - b. Establishes the Information Technology and Services Division in the Resource Management Service. The new division will perform the functions previously assigned to the two divisions that are abolished.
 - c. Transfers the responsibility for radio frequencies utilization from the R&D Aircraft and Range Facilities Division in the Engineering, Test, and Evaluation Service to the newly established Information Technology and Services Division in the Resource Management Service.
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

Remove Page	Dated	Insert Pages	Dated
xv	07/02/92	xv	6/21/94
xvi (thru xviii)	04/01/92	xvi thru xviii)	4/1/92
1701 (and 1702)	07/02/92	1701 (and 1702)	6/21/94
1743 (thru 1744)	06/11/92	1743 (thru 1748)	6/21/94
1753 (and 1754)	05/09/91	1753 (and 1754)	6/21/94
1755 (thru 1758)	05/09/92	1755 thru 1757 (and 1758)	6/21/94
1773 (and 1774)	04/01/92	1773 (and 1774)	6/21/94



Barry L. Valentine
Assistant Administrator for Policy,
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Distribution: A-WXYZ-2; A-FOF-O (Ltd)

Initiated By: APO-330

6/21/96

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits a revised Chapter 15, Aeronautical Center.

2. EXPLANATION OF CHANGES.

a. The Director, Aeronautical Center, reports to the Associate Administrator for Administration (AAD-1). The three-letter identifier for the Aeronautical Center is changed from AAC to AMC.

b. The Center for Management Development (AAC-500) is no longer assigned to the Aeronautical Center.

c. The Management Services Division (AAC-60), NAS Program Management Staff (AAC-4), and the Operations Division (AAC-6) are deleted. The placement of these functions are:

(1) The correspondence, delegations of authority, OMB Circulars A-76 and A-123, evaluations, audits, directives management, forms management, records management, reports management, management studies and reengineering, memorandums of agreement, Privacy Act, quality initiatives, reorganizations and organizational analysis, AMC-1 staff work, and multi-media functions are assigned to the Office of the Director (AMC-1).

(2) The Office of Facility Management serves as the focal point for NAS planning and program activities at the Aeronautical Center.

(3) Functions of the Operations Center are assigned to the Environment, Safety, and Aeronautical Center Operations Division (AMP-100).

(4) The personal property in-use management system and the interfunctional equipment functions are assigned to the Acquisition Support Division (AMQ-100).

(5) The furniture and office machine repair and the motor fleet functions are assigned to the Operations and Maintenance Division (AMP-300).

(6) The moving function is assigned to the Storage and Transportation Management Division (AML-300).

(7) The commercial printing, duplicating, distribution, and mail delivery functions and the contact point for telecommunications management and operations services for the Aeronautical Center are assigned to the Technology Support Division (AMI-300).

(8) The Aeronautical Center Library is assigned to the Program and Resource Management Division (AMI-100).

d. The Public Affairs Staff is under the supervision of the Office of Public Affairs. The routing symbol is changed from AAC-5 to AMC-5.

e. The Assistant Chief Counsel for the Aeronautical Center is under the supervision of the Chief Counsel (AGC-1). The routing symbol is changed from AAC-7 to AMC-7.

f. The Civil Rights Staff routing symbol is changed from AAC-9 to AMC-9. The Civil Rights Officer is retitled program director.

g. The Civil Aviation Security Division is under the executive direction of the Associate Administrator for Civil Aviation Security (ACS-1). The routing symbol is changed from AAC-700 to AMC-700.

h. The FAA Academy routing symbol is changed from AAC-900 to AMA. The Superintendent, FAA Academy, is retitled program director of the FAA Academy. The new office has seven divisions. The Aviation Security Training Division (AMA-700) is under the supervision of the Associate Administrator for Civil Aviation Security.

i. The Budget Division is retitled the Office of Budget Services. The manager is retitled program director. The routing symbol is changed from AAC-30 to AMB.

j. The Human Resource Management Division is retitled the Office of Human Resource Management. The manager is retitled program director. The routing symbol is changed from AAC-10 to AMH. The office has three divisions.

k. The occupational safety functions are assigned to the new Environmental, Safety, and Engineering Management Division (AMP-100).

l. The Aviation Careers Examining Division (AAC-80) is retitled the Aviation Careers Division and is assigned to the Office of Human Resource Management. The routing symbol is changed to AMH-300.

m. The Data Services Division is retitled the Office of Information Services. The routing symbol is changed from AAC-300 to AMI. The manager is retitled program director. The office has seven divisions.

n. The Federal Aviation Administration Logistics Center's routing symbol is changed from AAC-400 to AML. The manager is retitled program director. The office has six divisions.

o. The Facility Support Division is retitled the Office of Facility Management. The routing symbol is changed from AAC-50 to AMP. The manager is retitled program director. The office has four divisions.

p. The Acquisition Division is retitled the Office of Acquisition. The manager is retitled program director. The routing symbol is changed from AAC-70 to AMQ. The office has four divisions.

q. The Accounting Division is retitled the Office of Financial Services. The manager is retitled program director. The routing symbol is changed from AAC-20 to AMZ. The office has six divisions.

r. Other organizational title, routing symbol, and functional assignment changes made within the functional responsibilities of the Director, Aeronautical Center, are identified throughout chapter 15 with asterisks. New functional statements are added to document all division level organizations.

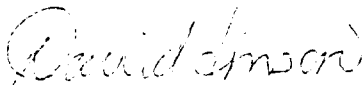
6/21/96

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3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
xiii (and xiv)	10/2/90	xiii (and xiv)	6/21/96
1601 and 1602	10/2/90	1601 thru 1663 (thru 1700)	6/21/96
1603 thru 1615 (1618)	2/6/89		
1617 (and 1618)	10/2/90		
1619 thru 1641 (thru 1644)	2/6/89		
1645 (and 1646)	6/21/90		
1647 and 1648 (thru 1650)	2/6/89		
1651 thru 1653 (and 1654)	6/21/90		
1655 and 1656 (thru 1664)	2/6/89		
1665 (and 1666)	2/20/92		
1667 and 1668 (thru 1670)	6/21/90		
1671 thru 1687 (thru 1700)	2/6/89		



David R. Hinson
Administrator

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 29

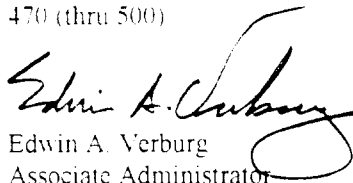
7/19/96

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 2, Basic Regional Organization.
2. EXPLANATION OF CHANGES. This change contains a delegation of authority to the Regional Airports Division Managers to sign exemptions to Federal Aviation Regulation Part 139, Certification and Operations, Land Airports Serving Certain Air Carriers. This authority was previously exercised by the head of each region.
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
43	2/6/89	43	2/6/89
44 (thru 46)	2/6/89	44 (thru 46)	7/19/96
451	2/6/89	451	2/6/89
452 (thru 458)	2/6/89	452 (thru 458)	7/19/96
469	2/6/89	469	2/6/89
470 (thru 500)	2/6/89	470 (thru 500)	7/19/96


Edwin A. Verburg
Associate Administrator
for Administration

CHANGEU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**1100.5C CHG 30**

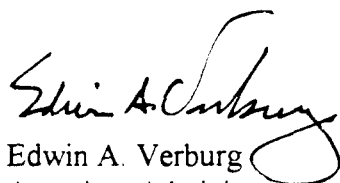
8/27/96

SUBJ: **FAA ORGANIZATION - FIELD**

1. PURPOSE. This change transmits the revised pages to Chapter 2, Basic Regional Organization. This change updates the standard Air Traffic Division.
2. EXPLANATION OF CHANGES. This change updates and revises the regional Air Traffic Division. This change:
 - a. Places the Air Traffic Division under the executive direction of the Director, Air Traffic Service. Previously, the division reported directly to the Associate Administrator for Air Traffic.
 - b. Revises the prescribed branch structure in the Air Traffic Division. The division will have three branches instead of four branches. The Requirements Branch, the Operations Branch, and the Administration Branch are established as standard branches in the division.
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
401 thru 410 (thru 450)	2/20/91	401 thru 411 (thru 450)	8/27/96



Edwin A. Verburg
Associate Administrator
for Administration

2/20/97

SUBJ: FAA ORGANIZATION - FIELD

1. **PURPOSE.** This change transmits a revision to Chapter 16, FAA Technical Center, which is hereby renamed the William J. Hughes Technical Center.

2. **EXPLANATION OF CHANGES.** Public Law 104-50, Department of Transportation and Related Agencies Appropriations Act of 1996, renamed the FAA Technical Center as the William J. Hughes Technical Center.

a. The Resource Management Service is abolished. The functions performed by this service are transferred to the following divisions, which are established:

- (1) The Human Resource Management Division.
- (2) The Financial Management Division.
- (3) The Logistics Division.
- (4) The Information Technology and Services Division.

b. The functions of the Facility Engineering and Operations Division, the NAS Facilities Hardware Engineering Division, and the NAS Facilities Operations Division are transferred to the Facilities Management Division, which is established.

c. The Engineering, Test, and Evaluation Service is abolished. The functions of the service are transferred to the Air Traffic Control Engineering and Test Division, which is established.

d. The Engineering, Integration, and Operational Evaluation Service is abolished. The functions of the service are transferred to the Communication/Navigation/Surveillance Engineering and Test Division, which is established.

e. The Airport Management and Emergency Operations Staff is abolished. The functions of the staff are transferred to the Airport Management and Emergency Operations Division, which is established.

f. The Aviation Simulation and Human Factors Division is established. The functions of the division include simulation, modeling, and human factors engineering.

g. The Engineering, Research, and Development Service is abolished. The functions are transferred to the newly established Airport and Aircraft Safety Research and Development Division in the Office of Aviation Research, in Washington headquarters.

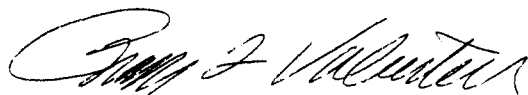
h. The Office of Research and Technology Applications is abolished. Its functions are transferred to the newly established Research Division, Deputy Program Director for Research and Technology Applications, in Washington headquarters.

i. The Aviation Security Research and Development Service is abolished. Its functions are transferred to the newly established Aviation Security Research and Development Division in the Office of Aviation Research, Washington headquarters.

j. The Public Affairs Staff is abolished. The Office of Public Affairs in Washington headquarters and the Public Affairs Staff in the Eastern Region perform certain functions of the staff, including those associated with media relations.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
xv	6/21/94	xv and xvi (thru xviii)	2/20/97
xvi (thru xviii)	4/1/92	1701 thru 1785 (thru 1800)	2/20/97
1701 and 1702	6/2/94		
1703	2/6/89		
1704	7/2/92		
1705 and 1706 (thru 1708)	2/6/89		
1709 (thru 1718)	6/1/92		
1719 and 1720	2/6/89		
1721 (and 1722)	5/9/91		
1723 thru 1705 (and 1706)	5/9/91		
1727 thru 1736	2/6/89		
1737	6/1/92		
1738	4/1/92		
1739 (thru 1742)	9/8/89		
1743 (thru 1748)	6/21/94		
1749 (and 1750)	2/6/89		
1751 and 1752	5/9/91		
1753 thru 1757 (and 1758)	6/21/94		
1759 thru 1771 (and 1772)	4/1/92		
1773 (and 1774)	6/21/94		
1775 thru 1782 (thru 1786)	7/2/92		
1787 thru 1793 (and 1794)	1/29/91		
1795 thru 1804 (thru 1810)	4/1/92		
1811 (thru 1820)	7/16/90		



Barry L. Valentine
Acting Administrator

CHANGEU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 32

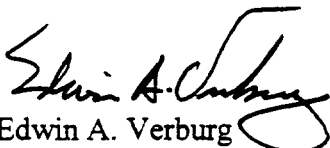
12/8/97

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 4, Eastern Region.
2. EXPLANATION OF CHANGES. This change includes the Flight Standards Certification Program Office (AFS-900) as a tenant organization in the Eastern Region. The office is a national field organization responsible for ensuring standards application of national certification and surveillance programs, policies, and procedures. The office located at Chantilly, Virginia, provides services in all regions. The program office is managed by a program office manager who reports to the Director, Flight Standards Service. The office is affiliated with the Eastern Region which serves as the "host" region.
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Date</u>
1055 (thru 1058)	2/6/89	1055 thru 1057 (and 1058)	12/8/97

Edwin A. Verburg
Associate Administrator
for Administration

4/2/98

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 15, Aeronautical Center.

2. EXPLANATION OF CHANGES. This change:

a. Clarifies functions identified in the introduction for the Mike Monroney Aeronautical Center. Information on responsibilities of the Director, Aeronautical Center, is revised and clarified. Focal point and liaison for correspondence management and the Freedom of Information Act (FOIA) are assigned to the Office of the Director.

b. Assigns the functional responsibilities of the Management Engineering Team (AMC-1A), formerly listed under the Director, Aeronautical Center, to the new organization Management Engineering Team (AMC-8). The routing symbol formerly used by the team (AMC-1A) is deleted.

c. Assigns the community relations and Aeronautical Center Aviation Education Program functions, formerly assigned to the Public Affairs Staff (AMC-5), to the new AMC-8 organization.

d. Retitles the Assistant Chief Counsel for the Aeronautical Center (AMC-7) as the Aeronautical Center Counsel.

e. Assigns the multi-media functions, formerly assigned to the Office of the Director (AMC-1), to the new Information Media Division (AMI-700). The routing symbol formerly used for the Multi-Media Group (AMC-1B) is deleted. Printing and distribution services formerly assigned to the Technology Support Division (AMC-300) move to AMC-700.

f. Establishes the Special Projects Staff (AMI-20) in the Office of Information Services (AMI).

g. Retitles the NAS Program Management Team (AMP-1A) as NAS Policy, Planning, and Analysis (AMC-4). All functions assigned to the former AMP-1A are removed from the Office of Facility Management (AMP) and assigned to the new AMC-4 organization. The routing symbol AMP-1A is deleted.

h. Retitles the Regulatory Standards and Compliance Division (AMA-200) as the Regulatory Standards Division (AMA-200). Functional statements for Airway Facilities Division (AMA-400) have been restated.

i. Deletes the Office of Budget Services (AMB). Functions formerly assigned to AMB are moved under a newly established team under the newly titled Office of Financial and Budget Services (AMZ) (formerly the Office of Financial Services (AMZ)).

Distribution: A-WXYZ-2; A-FOF-0(LTD)**Initiated By: ABC-100**

j. Clarifies the functional statements of the Logistics Automation Division (AML-100). The NAILS Management Division (AML-200) is retitled the Integrated Data Products Management Division.

k. Deletes the Integrated Personnel Payroll System (IPPS) Division (AMZ-600). Functions of the former AMZ-600 have been revised, restated, and moved to the Payroll Functional Division (AMZ-500). Functional information of the AMZ organization is clarified, as needed.

3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
xiii and xiv	6/21/96	xiii and xiv	4/2/98
1601 thru 1611 (and 1612)	6/21/96	1601 thru 1612	4/2/98
1613 and 1614 (thru 1616)	6/21/96	1613 (thru 1616)	4/2/98
1625 thru 1631 (thru 1634)	6/21/96	1625 thru 1627 (thru 1634)	4/2/98
1641 thru 1645 (and 1646)	6/21/96	1641 thru 1643 and 1644	4/2/98
		1645	6/21/96
		1646	4/2/98
1651 and 1652 (thru 1656)	6/21/96	1651 (thru 1656)	4/2/98
1661 thru 1663 (thru 1700)	6/21/96	1661 thru 1666 (thru 1700)	4/2/98



Woodie Woodward
Acting Associate Administrator
for Administration

